

Fall 2014

2014-15 Student Handbook

Lake Forest College

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LAKE FOREST
COLLEGE

Student Handbook
2014-2015

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COLLEGE MAILING ADDRESS

Lake Forest College
555 North Sheridan Road
Lake Forest, IL 60045-2399

COLLEGE TELEPHONE NUMBER

847-234-3100 (off campus) or zero (on campus)

CAMPUS SERVICES AND CONTACTS

Bookstore

Stuart Commons, lower level, ext. 5221

The College Bookstore, run by Follett, carries new, used, rental and digital courses materials, Lake Forest College clothing and gifts, books authored by Lake Forest College faculty, leisure reading, art supplies, residence hall and school supplies, sundries, greeting cards, headphones, backpacks and jump drives.

Business Office

North Hall, first floor, ext. 5032

The Business Office oversees the Cashier, Facilities Management, Financial Aid, Purchasing and Accounts Payable, Student Accounts, Payroll, Student Employment, the campus bookstore (Follett), and Personnel activities at the College. In addition, the Business Office is responsible for all internal accounting, budgeting, and accounting for special funds and grants.

Cashier

North Hall, first floor, ext. 5032

Monday-Friday, 8:30 a.m.-5:00 p.m.

(no cash transactions after 3:30 p.m.)

Facilities Management

Facilities Management Building, ext. 5040

The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, grounds keeping, motor pool, and maintenance. The work operation includes painting, plumbing, electrical, carpentry, and engineering staff.

Student Employment

North Hall, ext. 5077

Students interested in obtaining employment on campus should apply online during the application period in late June or in person at the Business Office. Student aid recipients whose employment offer reads "federal work-study" will be placed first. All student employees must complete and submit all W-4, I-9, and authorization forms to the Business Office before they begin work. These forms are available from Payroll in the Business Office.

Student Payroll

North Hall, ext. 5029 or ext. 5077

Once a student is employed, after providing proper documentation, he/she is placed on Student Payroll. Students are paid every two weeks. Students need to report their hours online via My.LakeForest. Electronic timecards need to be approved by supervisors.

Emergency Student Loans

North Hall, ext. 5031

Emergency loans are approved by the Business Office for short-term emergencies. Loans will be granted for specifically demonstrable emergency educational or personal reasons (for example, a medical expense or travel expense due to death of a family member). Maximum amount of an emergency loan is \$400.00. The approved loan is presented to the Cashier in order to obtain the funds, and payments for the loan are made to the Cashier. Any unpaid student loans are placed on your account at the end of the semester with a penalty of \$25.00. Loans are subject to interest charges and are only approved under specific situations. Students who default on repaying an emergency loan will no longer be eligible to receive funds under the program. Grades and transcripts will be withheld for delinquent accounts. Emergency loans are not available to pay regular College bills or other expenses that should normally be anticipated as a cost of attending college (i.e. books, parking, cell phone).

Disability Services

All students are entitled to an equal opportunity to access and benefit from programs and services at the College. The Learning and Teaching Center, and the Health and Wellness Center assist students who have physical, medical, psychological, and/or learning disabilities receive accommodations that are appropriate for each student's specific needs. A description of the [process to request residential and/or classroom accommodations](#) can be found below in this handbook.

Fitness Facilities

Sports & Recreation Center

Mon. – Thurs. ..6:00 a.m. – 11:00 p.m.
Friday6:00 a.m. –10:00 p.m.
Saturday8:00 a.m. –10:00 p.m.
Sunday8:00 a.m. – 11:00 p.m.

Food Service

Gus and Margie Hart Dining Hall (Stuart Commons)

Monday-Friday

Hot Breakfast . 7:30 a.m. – 9:00 a.m.
Cont. Breakfast 7:00 a.m. – 9:45 a.m.
Lunch 10:45 a.m. – 1:30 p.m.
Dinner 4:45 p.m. – 7:15 p.m.

Saturday

Hot Breakfast .. 9:00 a.m. – 10:00 a.m.
Cont. Breakfast 10:00 a.m. – 11:00 a.m.
Lunch 11:30 a.m. – 1:30 p.m.
Dinner – Closed

Sunday

Breakfast – Closed
Cont. Breakfast 9:00 a.m. – 11:00 a.m.
Brunch..... 11:30 a.m. – 2:00 p.m.
Dinner 5:00 p.m. – 6:30 p.m.

P.O.D. Market Hours

Mon-Friday 10:00 a.m. – 2:00 a.m.
Sat 1:00 p.m. – 2:00 a.m.
Sun 1:00 p.m. – midnight

Boomer's South

Mon-Fri 8:30 a.m. – 8:30 p.m.
Saturday and Sunday.... Closed

Boomer's North

Mon-Friday... 8:00 a.m. – 2:00 a.m.
Saturday.... 1:00 p.m. – 2:00 a.m.
Sunday... 1:00 p.m. – 2:00 a.m.

CyberCafé, Donnelley Library Café

Mon–Thu..... 7:00 a.m. – midnight
Friday 7 a.m. – 4 p.m.
Sat..... Closed
Sunday 4 p.m. – midnight

South Side Café (Nollen Hall)

Sat-Thurs... 8:00 p.m. – Midnight
Friday.... Closed

Night Owl Café (Deerpath Hall)

Sat-Thurs... 8:00 p.m. – Midnight
Friday.... Closed

Health & Wellness Center

The Health and Wellness Center supports the college mission to promote an exceptional student experience by providing prevention-focused, accessible and high quality health care and counseling for a diverse student population. We are dedicated to encouraging behaviors that change or eliminate health-related barriers to learning, and to promoting optimal physical, intellectual, emotional, spiritual, and community wellness. We empower students to be self-directed and well-informed consumers of healthcare. We strive to maintain the physical, psychological, spiritual and social health of students through a collaborative team approach. We provide primary care, counseling, health education, and assist students in adopting health-enhancing behaviors. We strive to create collaborative relationships with the larger academic community of faculty and Student Affairs staff, with an emphasis on assisting in the student's academic success and creating a healthy and safe learning community.

Counseling Services

Buchanan Hall, ext. 5240

Fax: 847-735-6268

Counseling Services (CS) promotes the psychological well-being, personal effectiveness, and personal growth of Lake Forest College students, to enhance their personal and academic functioning. CS assists students in overcoming personal, emotional, and psychological issues that may negatively impact their ability to reach their academic goals and to make the most of their educational experience at Lake Forest College. CS educates students about mental health and wellness issues and teaches them about healthy lifestyle choices. CS strives to assist students in acquiring the skills, attitudes, and resources necessary to both succeed in the college environment and pursue satisfying and productive lives.

Students seek assistance from Counseling Services for a variety of reasons, including adjustment to college, interpersonal or relationship conflicts, stress, anxiety, depression and eating disorders. Some students come to counseling to help clarify values and to help foster personal growth.

Counseling Services offers a spectrum of services to meet the individual needs of students, including individual counseling, couples counseling, group counseling, and psycho-educational groups. Workshops and structured groups are also offered on a variety of personal growth and wellness topics throughout the year. Counseling Services staff can help facilitate referrals to community mental health agencies or to practitioners in the community.

All information shared with licensed counselors in Counseling Services is confidential and may not be released without a written consent, except as otherwise required by law.

A core component of our mission is to promote and affirm our community diversity in its broadest sense. We recognize that a diverse community enriches our campus and enhances opportunities for human understanding, both of which contribute to the learning environment for all. CS has a strong commitment to meeting the needs of diverse people. We strive to create an environment where all people feel welcome and respected. As a staff, we attempt to facilitate mutual respect and understanding among people of diverse racial, ethnic, and national backgrounds, gender, sexual orientations, mental and physical abilities, languages, classes, ages, religious/spiritual beliefs, socioeconomic background as well as other types of diversity. We strive to nurture environments where similarities and differences among people are recognized, respected, and honored.

Emergency counseling appointments are available to students who may be experiencing a personal or psychological crisis. There is a psychologist on-call 24 hours a day, 7 days a week while class is in session. Emergencies that arise during office hours are handled immediately. In the case of an evening or weekend crisis, students are to call Public Safety at ext. 5555. The on-call psychologist will contact the student as soon as possible.

Health Services

Buchanan Hall, ext. 5050

Fax 847-735-6284

Health Services exists to promote, maintain, or restore the optimum level of health, prevent illness, and alleviate disability so students can pursue their studies at Lake Forest College to the best of their abilities. Emotional and physical needs of the students are met in a way that is both corrective and educational. Persons significant to the student, as well as cultural and economic factors, are recognized as affecting health-care needs. Whenever possible, teaching-learning principles are used to assist the student in providing the highest level of self-care.

Health Services are provided to all full-time students.

Scheduled visits with a nurse practitioner include, at no additional charge:

- Physicals (such as athletic, travel, employment, and well-woman)
- On-site labs (urinalysis, pregnancy testing, and glucose check)
- Acute illness or injury care and specialist referral as needed
- Minor wound suturing, orthopedic strapping/crutches, wound care, and other minor procedures
- Birth control, wellness, and nutrition counseling

Prescriptions, lab testing, radiographs, emergency care, and specialist consultation will be arranged by Health Services staff and covered by a student's individual health insurance plan. Health care for faculty and staff is normally not provided by Health Services; in an emergency, treatment will be provided and arrangements made for immediate care elsewhere.

In the event of an urgent or emergency medical illness or injury occurring when Health Services is closed, the student should call the Department of Public Safety at ext. 5555. An officer will respond to all calls, evaluate the student, and arrange for transport to the nearest emergency facility.

Insurance

All full-time and part-time students are required and eligible to participate in the student health insurance program unless an online waiver is presented indicating evidence of equal or superior coverage. Insurance waivers must be completed online by the date tuition is due in fall for full-year registration. Students enrolling only for spring semester must also show proof of insurance to waive the insurance prior to the start of the semester. Students are required to maintain insurance coverage while enrolled. The provisions of the College insurance plan are detailed in a pamphlet available on the Gallagher Koster website (<https://www.gallagherkoster.com/lakeforest>). Every student should carry in his or her wallet an insurance card or a copy of BOTH SIDES of the family insurance card. This information must be updated as soon as any coverage changes occur. Health Services needs a copy for each student's medical record, so faxing (847-735-6284) a legible copy of BOTH SIDES of the card is strongly encouraged. Students enrolled in any program abroad are required to have insurance coverage for medical evacuation and repatriation of remains.

Health Records/Immunization

All full-time students – new, transfer, resident, and commuter – are required to complete a Health History Report and to include an Immunization Record. These forms must be returned to Health Services by August 12. If forms are not postmarked by August 12, students will be subject to a late fee of \$100. Students not in compliance with the immunization requirements during their first term of attendance are restricted from registering for subsequent terms until compliance is obtained. A pre-entrance physical is strongly recommended but not required by Lake Forest College. The State of Illinois Department of Public Health requires for college entrance a record of two measles/mumps/rubella, and diphtheria/tetanus immunizations. Lake Forest College policy requires immunization for meningococcal meningitis, hepatitis B, and a skin test for tuberculosis prior to the start of classes. Students who remain not in compliance will have their second semester registration cancelled until they have completed the requirements. A late-registration fee will apply. All exemptions (as defined by State of Illinois: medical, age, and religious) from the policy must be validated by Health Services. Requests for exemption (see below) must be initiated by the student and completed by August 12 for fall semester students and by January 15 for spring semester students. It is important to note that exemption from immunization may result in quarantine of immunized students off grounds in the event of a contagious disease outbreak. In the event of noncompliance and withdrawal, readmission will not be granted until the Health History Report and Immunization Record has been properly executed. If a student leaves the College and returns after a period of one year has elapsed, the Health History Report must be updated by reporting to Health Services for reevaluation. The record is considered a permanent Health Services file. When a student leaves the College – graduated, transferred, withdrawn – the record will be kept for no fewer than five years. The record is confidential and information will only be released with the written permission of the student or as otherwise required by law.

Exemptions to the Immunization Requirement

Age: If the student was born before January 1, 1957, an age exemption applies for Measles (Rubeola) and Rubella (German Measles) only.

Religious beliefs/personal tenets: A formal Beliefs Exemption may be completed based on religious beliefs or personal tenets. If an objection is made on the basis of religious beliefs or personal tenets, a written and signed statement from the student detailing such

objections must be presented to the Health and Wellness Center. The religious objection statement shall be considered valid if:

1. The student objects to the immunization(s) on the grounds that they conflict with the tenets and practices of a recognized church or religious organization of which the student is an adherent or member; or
2. The objection by the student sets forth the specific religious belief which conflicts with the immunization(s). The religious objection may be personal and need not be directed by the tenets of an established religious organization.

The student requesting a beliefs exemption must meet with the nurse practitioner in the Health & Wellness Center, then sign a form acknowledging they have been counseled about the risks of vaccine-preventable diseases and the availability, effectiveness and known contraindications of any required or recommended vaccines. If the student cannot provide a beliefs exemption statement prior to the deadline for submission of the health history form, please call (847) 735-5050.

PLEASE NOTE: If a vaccine-preventable disease occurs on campus, students who have not been vaccinated may be excluded from attending classes or other campus activities.

Medical: A formal Medical Exemption may be completed for persons with certain medical conditions and/or contraindications (permanent or temporary) to certain vaccines. A letter from the student's physician form must be submitted to the Health and Wellness Center with the student's health history form.

Mail Services

Stuart Commons, lower level, ext. 5037

All mail and packages are received and processed through the College Mail Room. The service window is open from 10am to 4:30pm Monday through Friday. Students are assigned a box for the period of time they are in attendance at Lake Forest College. The correct format for addressing incoming mail to a student at Lake Forest College is:

Student's Name
LFC #0000
Lake Forest College
555 N. Sheridan Rd.
Lake Forest, IL 60045-2338

Packages may be shipped by USPS, Fed Ex, or UPS. Please see the Mail Services web site for details of these and other services.

Lake Forest College cannot assume responsibility for items stolen or damaged during shipment or while in storage. Therefore, make sure all of your items are insured and trackable for both delivery and after arrival at the College.

Visual Communications (VisComm)

Young Hall Annex, ext. 5082

Monday - Friday, 8:30 a.m. – 5:00 p.m.

Conveniently located on Middle Campus, behind Young Hall, the Visual Communications Department serves the graphics needs of Lake Forest College students, faculty and administration, as well as the local community. Besides making B/W and color copies for a nominal fee, we can help you with other printing/graphic needs, such as flyers, brochures,

departmental letterhead and envelopes, business cards, postcards, signs, posters, graphic design, binding, cutting, folding, tabbing, stapling, 3 Hole Punch, laminating, mounting (foam board) and scanning services. We carry a variety of specialty papers and matching envelopes as well as paper for resumes and theses. Stop in to send a fax: outgoing faxes are \$1.00 per page – incoming faxes are \$1.00 for all pages – and all International faxes are \$3.00 per page. Stop in and see what we have to offer right here on campus.

CAMPUS AND COMMUNITY RESOURCES

Admissions

Patterson Lodge, ext. 5000

The Admissions Office is concerned primarily with facilitating the application process for prospective students. Because it is vital that prospective students experience as much of campus life as possible, the Admissions staff encourages students to participate in the admission process by being Admissions Ambassadors. Current students can become involved in the Ambassador program in the following capacities:

Campus Tour Guiding

Campus tour guides, sponsored by the Admissions Office, lead prospective families on a one-hour walking tour of the campus. They serve as campus representatives of the institution during the tour.

Lunch Hosting

Lunch hosting, sponsored by the Admissions Office, offers an opportunity for current students to dine informally with prospective families while answering questions about their own experiences at the College.

Overnight Hosting

Sponsored by the Admissions Office, the purpose of the program is to allow interested students to experience life as Lake Forest College students. Hosts will bring the prospective student to meals, campus entertainment events, and sporting events. Responsible hosting is imperative to the success of a prospective student's experience. When hosting prospective students, Lake Forest College students are responsible not only for their own conduct, but also the conduct of their guests. As responsible hosts, current students are to refrain from consuming alcohol or drugs and/or providing alcohol or drugs to any prospective student(s) during their stay. Prospective students are not allowed entry to College functions where alcohol is being served or consumed. Prospective students are not allowed to ride in a car off campus, as it is a liability to the driver and ultimately to the College.

For information about participating in any aspect of the Lake Forest College Ambassador program, please contact a member of the Admissions Office.

Athletics and Physical Education

Sports & Recreation Center (ext. 6133), Ice Rink (ext. 6067), and Halas Hall (ext. 5285)

The athletics program is designed to serve student needs and interests in five distinct areas: varsity athletics, club sports, intramurals, physical education, and general recreation.

Facilities are available for racquetball, handball, volleyball, tennis, weight training, hockey, ice-skating, basketball, soccer, golf, batting, swimming, and general fitness. Facility hours for the Sports & Recreation Center and Ice Rink, including pool hours, are posted at all main entrances, on My.LakeForest, and on the Athletics website (www.goforesters.com).

Gymnasium and fieldhouse hours are posted monthly. The weight room, cardio suite, and track are open whenever the building is open. Public locker rooms, equipped with showers are available in the lower level of the Sports and Recreation Center. No permanent lockers are issued; consequently, locks must be removed after each visit. The ice rink is available

for free skating; but there are no locker rooms available at the facility. Lake Forest College identification is required for entrance to all buildings and for use of all facilities.

Lake Forest is a member of the NCAA Division III, competing in both the Midwest Conference, Northern Collegiate Hockey Association (women's hockey) and Midwest Collegiate Hockey Association (men's hockey). The College sponsors 17 varsity sports (basketball, cross-country, football, handball, hockey, soccer, swimming/diving, and tennis for men; basketball, cross-country, handball, hockey, soccer, softball, swimming/diving, tennis, and volleyball for women). All teams have open tryouts; contact the respective sports coach for information.

The College has an extensive club sports program. Some of these student-run programs compete against local colleges and clubs both on and off the Lake Forest campus, while others are offered on an instructional or recreational basis. Some of the sports offered at this level include men's and women's rugby, cheerleading, men's and women's golf, sailing, water polo, track, dance, ultimate Frisbee, and men's lacrosse. For more extensive information, visit the Club Sports website at www.goforesters.com/recreation/club_sports. Intramural programming runs throughout the academic year and is open to students of any talent level. More information is available on the intramural website (www.goforesters.com/recreation/intramurals).

Physical Education classes at Lake Forest College are pass/fail, not for credit, and free of additional tuition charges. With a large variety of classes offered each semester, these courses tend to be popular with students as they provide an opportunity for fitness or, as in many cases, the opportunity to learn a new activity. A list of these classes can be found in the annual course schedules, and students should register for these classes through the Registrar's Office. Currently the Athletic Department offers classes in golf, racquetball, life guarding, athletic training, strength and conditioning, ice skating, tennis, scuba, CPR/first aid training, and swimming. PE 114: Concepts of Health Education is also offered. This is a required course for all Elementary Education majors.

Center for Chicago Programs

Johnson C, ext. 6170

The Center for Chicago Programs connects the College community to the cultural, historic, scientific, business and educational riches of one of the country's most diverse cities: Chicago. Located on Middle Campus, the Center facilitates academic experiences and student excursions to the city, including, but not limited to: Broadway musicals, dance performances, behind-the-scenes tours of Chicago museums and major sporting events. At the Center students can obtain information about cultural, social and educational events taking place in the city. The Center's staff offers guidance on transportation to the city, as well as suggestions of what neighborhoods and/or attractions to visit. The Center works with various Chicago cultural institutions, non-profit organizations, and businesses to create partnerships with Lake Forest College, including visiting artists, speakers and performers, as well as student internships and academic collaborations in the city. The Center also administers Lake Forest College In The Loop, our residential Chicago semester program open to juniors and seniors.

Chicago Ambassadors

This program, administered by the Center for Chicago Programs, facilitates trips to Chicago and its surrounding neighborhoods. These trips are open to all students, and are led by a student who is familiar with the city and its public transportation system. The main focus of these trips is to help familiarize students with the city's train and bus system (the CTA).

Recent trips have included canoeing down the Chicago River, the Second City, a White Sox game and a customized book and coffee crawl.

Career Advancement Center

Buchanan Hall, ext. 5235

The Career Advancement Center (CAC) helps students develop career plans and professional networks in support of earning high-quality internships, jobs and graduate school admittance. Students and alumni can receive assistance through individual advising, workshops, and special programs; typical topics include: career option identification, resumes/cover letters, interviewing, internships, alumni networking/mentoring, and graduate school guidance. [ForesterLink](#), the Lake Forest online career portal, provides access to a calendar of regional and national career events, internship and part-time/full-time position postings, international search resources, and Career Milestone Guides. For best results, students are encouraged to begin exploring internship and post-graduation options as early as their first year at Lake Forest College. Students may earn academic credit for internships and can learn more about this option on the [Career Advancement Center website](#). Seniors are advised to begin job/internship searches at least eight months in advance; graduate/professional school processes should begin no later than the end of the junior year. The Career Advancement Center facilitates connections between students and alumni through a variety of programs, including Speed Networking and the Forester Career Network. Whenever students have career questions, they are encouraged to call or visit the CAC to receive personal guidance.

Community Education Office and Master of Liberal Studies

Young Hall 222, ext. 5083

The Community Education Office serves adults in the community who want to take advantage of the academic resources of Lake Forest College. The office provides information, academic counseling, and other support to nontraditional-age students returning to school, to auditors, and to adults enrolling in the Graduate Program. The Office also serves non-degree-seeking traditional age students.

The Master of Liberal Studies is an innovative, interdisciplinary liberal arts program for adults from the community who already hold a bachelor's degree but want to continue learning in association with like-minded people. Students who complete the program earn the degree of Master's of Liberal Studies (MLS).

Development and Alumni Relations

North Hall, third and fourth floors, ext. 6000

The Office of Development and Alumni Relations is responsible for maintaining relationships with alumni, parents, and friends through College activities and programs and seeking financial support for various campus priorities. The Office can be a resource to student organizations looking to engage in fundraising activities. By meeting with them, they can help guide you so that your efforts will be the most successful (see fundraising by Student Organizations).

Facilities Management

Facilities Management Building, ext. 5040

The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants,

energy conservation, grounds keeping, motor pool, and maintenance. The work operation includes painting, plumbing, electrical, carpentry, and engineering staff.

Financial Aid

2nd Floor, Patterson Lodge, ext. 5103

The Financial Aid Office assists students in determining their eligibility for institutional, state, and federal financial aid programs and scholarship programs. They also provide financial literacy information and programming to all students, and monitor a student's academic progress for federal student aid and scholarship renewal requirements.

Intercultural Relations

Rosemary House, ext. 5105

The Office of Intercultural Relations is charged with promoting intercultural dialogue, understanding, and respect among the many cultural identities represented within the College's diverse academic community, and with advancing a successful learning experience for individual students through graduation and beyond. The office supports a range of activities designed to fulfill its mission, including (1) developing and sustaining coalition building among students, faculty, staff, and alumni and (2) acting as an advocate for the needs of students from groups served by the office, which include, but are not limited to, groups traditionally underrepresented or underserved at Lake Forest College.

Intercultural Relations is the office that assists international students with immigration support and assistance, and transition challenges. Intercultural Relations also acts as an advocate for domestic ethnic minority students, international students, and GLBT students regarding classroom, conduct, and residence life issues; collaborates with student organizations to program annual intercultural events; and advises and assists the College's intercultural and international students and their organizations.

The Gates Center for Leadership and Personal Growth

Stuart Commons, ext. 5210

The Gates Center for Leadership and Personal Growth is committed to helping all students become involved in campus and community life. The office coordinates and sponsors social, cultural, educational, and community service events including New Student Orientation, Homecoming, Winter Fest, Spring Break Service Trip and the Forester Day of Service. The Gates Center trains and advises student organizations, fraternities and sororities, e.Team, and Student Government. The office also coordinates and plans leadership workshops, speakers and trainings along with supervising the Gates Leadership Scholars program. The office oversees the campus shuttle bus, car-sharing program, supervises the Mohr Student Center and coordinates scheduling and room reservations on campus.

Math Resource Center/Tutoring

Johnson B, 190, ext. 6096

The Math Resource Center (MRC) provides students with extra help in the math portion of their quantitative classes and supports already existing department-based tutoring. MRC provides support for courses with quantitative elements through review sessions, group tutoring, appointment-based one-on-one tutoring, and walk-in tutoring sessions. The quantitative classes include first & second year courses taught in biology, chemistry, economics, education, math, physics and psychology, as well as math review for the teacher-education Basic Skills Exam. A full list of covered courses is listed in Appendix E.

Additionally, the MRC also handles Qualitative Readiness Assessment (QRA), in which all incoming freshmen students are required to take.

Students are encouraged to register and make MRC appointments through the website, or contact the Center at 6061. Drop-in clients, at the MRC office in Johnson B-190, are welcome on a first-come, first-served basis.

The MRC runs review sessions, appointment tutoring and one-on-one tutoring in the quantitative areas of the Fall '14 courses listed below. Spring '15 courses will be listed at a later date.

Biology:

- 120 Organismal Biology
- 150 Quantitative Reasoning and Statistical Inference

Chemistry:

- 115 Chemistry I (Review Sessions & Tutoring)

Economics:

- Econ 130 Applied Statistics

Education:

- 104 Elem Math from Advanced Standpoint
- Review for Illinois TAP

Finance:

130 Applied Statistics

Mathematics:

- 105 Elementary Functions
- 110 Calculus I
- 150 Intro Probability and Statistics
- 160 Math Methods with Applications

Physics:

- 106 Light, Sound and Waves
- 110 Intro Physics I
- 120 General Physics I

Psychology:

- 221/222 Research Methods and Stats

Learning and Teaching Center (LTC)

Johnson B, 171, ext. 5167

The goal of the Learning and Teaching Center is to enhance the learning process at Lake Forest College. The LTC helps students develop skills and strategies for learning throughout their college years and beyond. Among the specific services the LTC provides are the peer teaching programs, guidance for students on academic probation, and services for students with disabilities.

Library and Information Technology (LIT)

The Office of Library and Information Technology is responsible for providing both library and computing services.

Donnelley and Lee Library, ext. 5055

The Donnelley and Lee Library is the main campus library and technology center. It features a computer lab that is open 24 hours, seven days per week. The remainder of the building is open approximately 96 hours per week. During the academic year, library hours are as follows:

Monday–Thursday 8:00 a.m. – midnight
Friday 8:00 a.m. – 6:00 p.m.
Saturday 12:00 noon – 6:00 p.m.
Sunday noon – midnight

Evening and weekend hours are extended during midterms and finals. The Library's website (<http://www.lakeforest.edu/library>) will have the most up to date information about the Library's hours of operation.

LIT Services

Students are encouraged to contact the Help Desk with their computing questions (ext. 3456 or LITHELP@LAKEFOREST.EDU).

Students living in the residence halls may connect their personally owned computers and other devices to the campus network at no charge. Students can connect and register their computers on the network by opening a web browser and following the instructions they see on the screen. LIT staff is available to assist students with this process. Students may call the Help Desk (x3456) to set up an appointment for assistance connecting to the network. All residence halls offer wireless networking, and unauthorized wireless access points are not permitted. Lake Forest College computing services exist for the primary purpose of transmitting and sharing information in activities that support the academic mission of the College. It is the policy of the College to provide the broadest possible access to technology resources for all members of the College community. LIT staff closely monitors the consumption of technology resources, and may, when deemed appropriate, prohibit activity that uses excessive amounts of network bandwidth or computing resources. Under no circumstances may the campus network be used for unauthorized distribution of copyrighted music, videos, software, or any other form of intellectual property. Students should be aware that the motion picture and recording industries do prosecute individuals who they believe are engaged in the illegal downloading and distribution of copyrighted materials. There is nothing the College can do to protect a student who has been found in the possession of music, videos, or other software that has been obtained illegally. Students should not engage in the practice of downloading and file-sharing of copyrighted material. The College's complete Acceptable Use policy can be found at www.lakeforest.edu/academics/lit/. Students are expected to know and abide by the terms stated in the Acceptable Use policy. Violations of this policy will result in referral to the campus conduct system. Questions about this policy may be referred to the Director of LIT.

All students are provided with email accounts and network file storage space. A portal service, My.LakeForest, provides students with access to a variety of information about their class schedule, financial aid information, and tuition billing statement, unofficial transcripts, and much more. For assistance with email or other issues with My.LakeForest, students should contact the help desk (x3456). **Lake Forest College email is considered an official means of communication and students are expected to check it regularly.**

The Technology Resource Center (TRC) is equipped with high-end computing hardware and specialized software. It is available for students, faculty, and staff to use. LIT staff is available to assist students in the use of hardware and software in the TRC.

A variety of software, including the Microsoft Office suite, is installed on computers in the Donnelley and Lee Library computer labs and classrooms. None of the software may be

removed or duplicated for use on personally owned computers. All computer labs are connected to the Internet via the College network.

Each Lake Forest College student receives a \$15.00 printing allocation per semester no cost to the student. Students writing a Senior Thesis are granted an additional one-time \$10.00 allocation of printing. Senior Thesis students may print out two copies of their thesis at no charge. Seniors who wish to do this must make an appointment to print their thesis in the Technology Resource Center. Money can be added to student printing accounts at the Library's Reference Desk or the Business Office in North Hall.

Millions of volumes of books are available to the students of Lake Forest College through I-Share, a shared catalog for 80 academic and research libraries in Illinois. Library staff are available to provide additional information about the use of I-Share.

Reference librarians (ext. 5074) are available at the main desk to provide students with assistance in using the library and conducting research for class assignments and research papers. Students may schedule individual appointments with the librarians or may stop by the Reference Desk for on the spot assistance.

Circulation/Reserves services (ext. 5056) are also provided at the main desk. This is the place to come to check books out, pick up books requested through I-Share, and look at Reserve materials. Reserve materials are books and articles that faculty have held aside for their students to use in specific courses and may not be taken from the library. In many cases, required textbooks will be on reserve.

Media Services (ext. 5070) is also located on the first floor of the library and offers services to students who wish to use audio and video equipment.

Interlibrary Loan (ext. 5067) is a service through which students can request copies of journal articles from other libraries and non I-Share libraries. This service is provided free of charge. Most requests for journal articles are filled within three business days.

Archives and Special Collections house rare items from the library's collection and records and materials pertaining to the history of the College and surrounding area. Special Collections material must be used in the Special Collections reading room.

Office of the President

North Hall, second floor, ext. 5100

The President is the chief executive officer of the College. All officers of the College report directly to the President, including the Provost and Dean of the Faculty, Dean of Students, Vice-President for Development and Alumni, Vice-President for Business, Vice-President for Admissions and Career Services, Director of Communications and Marketing, and the Director of Athletics. The President's Office maintains regular College hours. The President has a weekly office hour for students, and students can also schedule appointments. In the President's absence, his assistant will refer inquiries promptly to the appropriate person.

Provost and Dean of the Faculty

North Hall 209, ext. 5020

The Dean of the Faculty oversees all academic programs and departments, Community Education, the Registrar, Library and Information Technology, the Writing Center, the Learning and Teaching Center, and, together with the Dean of Students, faculty advising and academic discipline.

Public Safety

Stuart Commons, second floor, ext. 5555

The Department of Public Safety (DPS) is charged with maintaining the safety and protection of the entire campus. This goal is best achieved in partnership with the College community. DPS is eager to provide the training, services, and assistance necessary to ensure a safe and enjoyable collegiate experience. To that same end, all members of the community and their guests are expected to comply with all College policies. In addition, ID cards must be carried and must be presented upon request by a Public Safety Officer or any other College official. Despite the relatively low crime rates in its surrounding communities, Lake Forest College regards the safety and welfare of its students, faculty, and employees as its highest concern. Although the College has implemented the following policies and programs to increase campus security, individuals are reminded that they must assume responsibility for their own safety and that of others.

In compliance with federal reporting requirements, Public Safety publishes an annual Federal Campus Crime and Fire Safety Report which contains information regarding matters of importance related to security and safety on campus. It also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Lake Forest College; and on public property within, or immediately adjacent to and accessible from the campus. The document is available on the Lake Forest College website at <http://www.lakeforest.edu/about/ourcampus/safety/report.php>. A copy of the report is also available in the Public Safety office in Stuart Commons.

Reporting Criminal Activity

Students are encouraged to report accurately and promptly all criminal or emergency incidents to DPS, either in person or in writing. All incidents are reviewed by the Director of Public Safety; a referral is made to local and state police departments when appropriate. All incident reports are subject to review by the President, the Dean of Students, and the Associate Director of Residence Life for Student Success.

Public Safety Personnel and Local Law Enforcement Authorities

Lake Forest College Public Safety officers utilize common-law arrest authority to detain persons who commit crimes on campus, and then facilitate transfer of the detained person(s) to local law enforcement. The Department of Public Safety maintains a close working relationship with the Lake Forest Police Department, all appropriate authorities of the criminal justice system, the local Fire Department, and County & State Emergency Management officials.

Campus Facilities

Access to all campus facilities, buildings, and residences is restricted to Lake Forest College students, faculty, and employees and their guests. The exterior doors to all campus residence halls are designed and equipped to remain locked 24 hours a day. As an additional protection, resident housing staff makes rounds of the residence halls daily. Public Safety officers also patrol the residence halls in addition to all campus buildings and grounds.

Students are expected to resist allowing persons unknown to them from entering a locked building right behind them (known as tailgating or piggybacking), which can compromise resident safety and security. Resident students are also strongly

encouraged to ensure that they lock their room doors at all times and especially when not physically present in the room, even if only for a few minutes.

Identification Cards

Identification cards are available at the Department of Public Safety, weekdays between 9:00am and 4:00pm. IDs are issued as proof of membership in the College community and as such must be carried at all times. In addition, cards must be presented upon request by any College official, including the Department of Public Safety personnel, Residence Life staff members, dining facility administrators, and librarians. Also, IDs may be necessary to gain entry into College facilities and College-sponsored events. Failure to produce a College ID when requested by a College official may result in disciplinary action. Temporary cards are available 24 hours a day in Public Safety for a fee of \$1 per day. Lost cards must be replaced and require a \$25 replacement fee. Students who wish to replace their College IDs when they turn 21 may receive a new identification card at no cost provided they turn in their current ID. Cards are not transferable and may not be used by anyone other than the person to whom it was issued. Alteration or misuse of a College ID card is a serious infraction of College policy and will result in disciplinary action.

Bicycles, Scooters, Skateboards, and Skates

Bicycles must be registered at the Department of Public Safety and may only be parked and secured in bike rack areas outside of all buildings on campus. Bicycles locked to anything other than the provided bike racks will be removed at the owner's expense and turned over to the Department of Public Safety where the owner can retrieve it.

Bicycles, scooters, skateboards, and skates are not to be ridden or worn inside any campus buildings.

Between the spring semester and summer sessions, Facilities Management will post notices informing residents that if a bicycle is not registered with the Department of Public Safety and have a registration sticker on the bicycle it will be considered abandoned and will be removed.

Registrar

North Hall 100, ext. 5025

The Registrar handles course registration, course information, and transcripts.

Services for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Lake Forest College recognizes that qualified students who have diagnosed disabilities, including learning, psychological and medical disabilities, are entitled to an equal opportunity to participate in and benefit from the educational programs of the College, as well as any other privileges, services, goods, advantages or accommodations of the College. Accordingly, the College will provide reasonable accommodations upon a student's request, if the request is accompanied by the appropriate documentation. Please see "[Services for Students with Disabilities](#)" in *Policies and Procedures – Non-Academic* later in this handbook for more information, or contact:

Teryn J. Robinson, *Assistant Dean of Faculty for Learning Support*

847-735-5167

Fax: 847-735-6297

robinson@lakeforest.edu

Student Affairs

Rosemary House, ext. 5200

The Division of Student Affairs, headed by the Dean of Students, supports student learning through co-curricular education and programming. Student Affairs comprises the administrative units of Residence Life, Intercultural Relations, the Gates Center for Leadership and Personal Growth, Community Standards, the Health and Wellness Center, and the Department of Public Safety. In addition, Student Affairs has administrative responsibility for student conduct, student records, veteran affairs, withdrawal from the College, and student leaves of absence.

Writing Center/Tutoring

Johnson B, ext. 5233

The Writing Center offers students free tutorial assistance, information, and resources for writing tasks of every type—short papers, lab reports, business letters, cover letters, research papers, senior theses, creative writing, and letters of application. The Director of Writing Programs, a Writing Center Fellow, and a staff of well-qualified student tutors provide a free support service at all levels of writing competency: help with grammar, punctuation, manuscript preparation, and style; guidance in better organization, outlining, and proofreading; and writing instruction and English language assistance for non-native speakers. Handouts on various aspects of writing can be downloaded from the Writing Center website. These materials cover the needs of all disciplines taught at the College, just as the tutorial staff represents a wide spectrum of disciplines and writing experience. Please note that the Writing Center is not a proofreading or editing service, but rather a place where students learn how to write well. The Writing Center is open to all members of the campus community at regular hours six days a week, Monday through Friday and on Sunday. Drop-in visitors are welcomed on a first-come, first-serve basis, but students are encouraged to schedule appointments using the on-line scheduling system available from the Writing Center website or by calling ext. 5233.

RESIDENCE LIFE

Rosemary House, 847-735-6232
reslife@lakeforest.edu
www.lakeforest.edu/studentlife/living

Mission

In a safe and secure environment, Residence Life will develop a vibrant community and teach students critical thinking and ethical decision-making. These experiences will empower students to become global citizens.

Core Values

- Community
- Diversity
- Integrity
- Learning and Personal Development
- Respect
- Responsibility

Objectives

The objectives of the Residence Life program are many and varied. The residence hall should not be merely a place to sleep and study. It is a place of learning experiences as important to the development of the total person as the classroom.

Residence Life staff members, including Resident Assistants (RAs), Residence Directors (RDs), Associate Directors of Residence Life (AD), and the Director of Residence Life, play an integral role in:

1. Assisting students in their orientation and adjustment to college life;
2. Providing an academic environment in which all students develop intellectual pursuits, capitalizing on their own abilities;
3. Facilitating the positive influences of communal living: recognition of varying lifestyles, attitudes, and values; development of mutual respect and concern; encouragement of self-discipline, cooperation, communication, and individual responsibility; opportunities for many and varied formal and informal social interaction; and experiences in democratic living;
4. Providing for the communication of (1) information, ideas, and College policies and procedures to students and (2) students' needs, attitudes, opinions, and values to the administration.

Administrative Authority for Housing

Housing and specific room assignments are privileges that may be canceled, withdrawn, or changed at any time at the discretion of Residence Life, Student Affairs, or other College officials. Lake Forest College reserves the right to use residence halls for housing students or for other purposes during recess periods.

Eligibility for Housing

All students attending Lake Forest College with an academic course load of three or more course credits may reside in College-owned residential facilities. If a student who has selected or been assigned a room decides not to use the room assigned, the student must notify Residence Life by completing and submitting a Housing Cancellation Application. All students participating in approved off-campus study programs must also complete and submit a Housing Cancellation Application, in addition to the Housing Application for assignment to housing during the semester in which they return.

Reduction of Academic Course Load

Students who have an academic course load that is part-time (fewer than three courses) are not eligible for on-campus housing. Resident students must seek permission from the Director of Residence Life in order to remain in housing when reducing their course loads to part-time status.

Married Students and Students with Children

The College has no provisions for housing students who are married and/or have children.

Housing Contract

When assigned to a room, new incoming students receive a room assignment letter and a Housing Contract. For returning students, at the time of room selection or thereafter, once a student has selected his/her room through the Room Selection process, he/she is required to sign, and have on file in the Office of Residence Life, a Housing Contract for the upcoming academic year. Students who do not have signed housing contracts on file are not guaranteed housing and may be required to vacate their space. Students who do not sign and return their contract to the Office of Residence Life within the timeframe stipulated by Residence Life staff may face late fee penalties up to \$500.

Room and Board Charge

Students have several options in type of room and number of roommates. Charges for room types are occupancy are listed on the College's website, along with manner and schedule of payments. Residence accommodations are assigned for the full academic year (or individual semester, based on approved off-campus study plans).

When the Housing Contract is terminated at any time during a given semester for disciplinary reasons, no refund for room and board will be given. Students will be responsible for any damages that occur to residence hall property.

Housing Refund

Refund policy guidelines are published on the College's Website. When the Housing Contract is terminated at any time during a given semester for disciplinary reasons, no refund for room will be given. Board plan may be prorated depending on the situation.

Board Plan

Resident students, as part of their room and board charges, are required to select one of three meal plans, all of which cost the same, but offer different combinations of meals and dollars. The three meal plan choices are as follows:

20 MP: 20 all-you-can-eat meals a week and \$381.00.00 ANNUAL flex (\$190.50 each semester)

15 MP: 15 all-you-can-eat meals a week and \$913.00 ANNUAL flex (\$456.50 each semester)

10 MP: 10 all-you-can-eat meals a week and \$1603.00 ANNUAL flex (\$801.50 each semester)

Students who fail to select a meal plan will be automatically enrolled in the 15MP. Students will be given an opportunity to change meal plans between semesters.

All-You-Can-Eat Meals

- All-you-can-eat board meals can only be redeemed in the Gus and Margie Hart Dining Hall in Stuart Commons. There is no meal equivalent at other dining facilities.
- The name of the plan identifies the number of all-you-can-eat meals that are included in the plan, for example: 10 MP includes 10 all-you-can-eat meals each week. Weeks recycle every Thursday morning. In other words, every Thursday morning, those on a 10 MP would have 10 all-you-can-eat meals available for use through the following Wednesday night. Unused meals do not roll over, and meals eaten cannot exceed 10 per week without dipping into flex dollars. Only one meal can be used per meal period; additional meals can be purchased with flex dollars. The same is true for the 15 MP and 20 MP.

Flex Dollars

- All purchases at the Mohr Student Center, the CyberCafé in the Library, the South Side Café in Nollen, the P.O.D. and the Night Owl Café in Deerpath, are a la carte. In other words the all-you-can-eat meals referred to in the plans' titles (10, 15, 20) cannot be used anywhere but the Gus and Margie Hart Dining Hall (also known as "the caf."). "Combo meals" will be offered at the Student Center, but all items and/or combos are priced individually and will come from flex dollars, credit or cash. Flex dollars can be used at any food service location, as well as credit card, and cash.
- Flex dollars that come with a meal plan are available all day and night, at any location and can be used as frequently as desired. Students can use flex dollars to buy food for friends. Students age 21 or older can use flex dollars to buy beer and wine. Once flex dollars are used up, there is no replenishment from the meal plan within the semester. Leftover flex dollars from a meal plan do not roll over into the next semester. Flex dollars that come with a board meal plan are either used within the given semester or lost.
- At any time during the semester, a student (or parent) can purchase add-on flex dollars to his or her account. Flex dollars that are added outside of a meal plan do roll over from semester to semester. Otherwise, they function the same as meal plan flex dollars – i.e., they can be used anywhere, for any purchase. Add-on flex dollars will expire upon graduation from Lake Forest College or when the account is inactive for one (1) year or longer.
- Add On Flex Dollars can be purchased on line at: www.lakeforest.campusdish.com, or by calling the ARAMARK office; 847-735-5225. Flex Dollar purchases are not automatic and can take up to 48 hours to show on the student account.
- For students who say they "never" eat in the Gus and Margie Hart Dining Hall, they should consider the 10 MP, which will give them the optimum amount of flex dollars to purchase their meals at any other location.
- Flex dollars that come with the meal plan are NOT refundable. "Add On" Flex dollars are NOT refundable.

Students who live in the South Campus Apartments, which are equipped with full kitchens, may be exempted from the board plan if they request it in writing. Nonresident students may purchase the board plan if they notify the Business Office at the start of each semester. The board plan will not be prorated for students who elect the plan after the start of the semester.

ARAMARK Dining Services offers a prepayment program for nonresidential students that employs the student identification card as a declining-balance payment card and provides financial benefits for certain levels of prepayment. Exemptions from the board plan may only be granted by the Director of Residence Life when there are documented medical or religious dietary restrictions that ARAMARK Dining Services is unable to accommodate, without exception.

Room Entry

Designated College staff members, including Public Safety officers, Student Affairs staff, Residence Life staff, and Facilities Management personnel, have the authority to enter and inspect rooms for health and safety purposes, conduct repairs, or investigate any just cause of student endangerment or policy infractions, at any time without permission or consent of the student occupant(s). Students are expected to comply with reasonable requests for entry.

College staff will try whenever possible to respect students' privacy in their rooms; however, representatives of the College will enter a student's room under the following conditions:

1. When, under the authority of the Dean of Students, the Director of Residence Life, or the Director of Public Safety, there is evidence that College or Residence Hall policies have been violated.
2. In emergency circumstances when there is the possibility of imminent danger to life, health, safety, or property.
3. For inspection of general physical conditions and/or damage of the room, for inspections of fire safety or health standards, or when the student has requested inspection or repair work.
4. During vacation periods, for inspections of all rooms after they are vacated to ensure proper closing of all residence halls. If violations are apparent, staff will issue Notices of Alleged Violation.
5. When there are noises or disturbances left unaddressed that may affect others. (e.g. an alarm clock).

Room Searches

Any College official who is in a student's room may react to any violation of the law or College policies based on visible evidence—for example, stolen property, weapons, illegal drugs or drug paraphernalia, and health hazards. Unless the student is present and consents to one, any kind of physical search, however, can be authorized only by court authority or by permission of the Dean of Students. If the Dean of Students is unavailable, an Associate/Assistant Dean of Students may also authorize a physical search. A reasonable effort will be made to have the student occupant(s) in question present, if possible, during such a search.

Dates of Occupancy

Residence Hall Opening

For new students residence halls open at 9:00 a.m. on the Friday prior to registration; for returning students the halls open on the Tuesday prior to registration. Residents are required to check in with a member of the Residence Life staff. During the check-in process, residents receive their room keys and sign the Room Condition Report (RCR). The RCR is an inventory of the condition of the furniture, fixtures, floors, walls, door, and ceiling. Residence Life staff assess the room condition prior to check-in. It is the student's responsibility to review this form carefully prior to signing. By accepting a key and occupying a room, the student agrees to all policies and procedures as outlined in the *Student*

Handbook. Returning students may not move in prior to their designated residence hall opening time.

Winter Break Closing and Spring Semester Opening

Residence halls are closed, and students are not permitted to enter or occupy them, during the winter break period, which begins at noon on the day after the last day of final examinations. Students must leave campus no later than 24 hours after their last final exam or by noon on the day immediately following the last day of final exams. Students are not allowed to return to campus or move in until 9:30 a.m. on the Sunday before registration day for spring semester.

Early Return/Arrival and Late Departure Fines

Students may not move in before designated hall opening times and must leave prior to hall closing times. If a student attempts to move into a residence hall before the times specified or fails to vacate the residence hall room by the times specified in the Housing Contract, the student will be assessed fines (see summary of charges on page 32), will be subject to disciplinary action, will not be issued a key, will not be able to drop off belongings in the room, and/or will be required to vacate the premises by College officials. In the event that a student encounters unexpected circumstances precluding him/her from following the ordinary return/arrival/departure guidelines, the student should contact the Office of Residence Life immediately. In these situations, the student may be assessed a \$25 per day for early arrival or late departure.

Residence Hall Closing

At the conclusion of each semester, all residence halls close at noon on the day after the last scheduled exam. At the end of the spring semester, resident undergraduates who are not graduating must check out and vacate their rooms within 24 hours after their last exam or by noon the day after the last scheduled exam prior to Commencement, whichever is earlier. Those who are graduating are required to check out and vacate by noon on the Sunday following Commencement. In order to properly check out, residents must set up an appointment at least 24 hours in advance of their desired check-out time with a member of the Residence Life staff. During this appointment, the resident will complete a room inspection form and return the room key. Failure to properly check out with the Residence Life staff or to return the room key will result in fines (see page 32 for summary of charges). It is the expectation of the College that students leave their rooms clean and damage-free at the end of the semester. Failure to do so will result in fines.

Student Workers, End of Spring Semester

All students who are approved for late departures at the end of the spring semester must be available to work for a campus department for a minimum of five hours both Thursday and Friday prior to Commencement. Students working as ushers during Honors Convocation and Commencement must work a minimum of five hours each day. Students working for campus departments will be paid in accordance with the College policy on student wages. Students approved for late departures must still check out with the Residence Life staff prior to noon on the Sunday following Commencement.

Housing Procedures

Key Pick-Up

Residence hall room keys are available from the Residence Life staff during check-in and must be returned to the Residence Life staff when the student checks out. A room key is issued to each student. Residents should carry their room keys with them at all times.

Lost Key Charges

An individual who loses a room key or fails to return a room key at check-out will be charged \$50, and the lock on the door will be changed. When a student loses his/her room key, the student must report their key as lost to a Residence Life staff member, who will submit a work request to have the lock changed. The student will be billed \$50.00, which will appear on the student's account.

Lock-Outs

Students who are locked out of their rooms and request entry from a College official will be charged \$5 per incident. If a resident is locked out of his/her room during Resident Assistant (RA) duty hours, the resident must have a student ID and may approach their Resident Assistant or the Residence Life staff member on duty to open the room. If a resident is locked out of his/her room during the day (between 8:30 a.m. and 5:00 p.m.), and if no member of Residence Life staff is in the building, then he/she may obtain a temporary key from Facilities Management to use for twenty-four hours only. In the event the key is not returned to Facilities Management within twenty-four hours, a work order will be generated to change the lock, new keys will be issued, and a \$50 fee will be charged to the student's account. If a resident is locked out in the middle of the night or prior to duty in the evening, he/she may call the Department of Public Safety to get into the room.

Room Changes

Requests for room changes may be requested at the Office of Residence Life following the academic change in registration period. A student wishing to change rooms must first complete a Room Change Application. Because of the limited spaces on campus, room changes are not guaranteed and it may take several weeks before a room change may be granted. Room changes, including assignment to a single-occupancy room, are granted based on space availability and need. Approved room changes must be completed within 72 hours of receiving a Room Change Notice. All guidelines listed on the Room Change Notice must be followed. Failure to follow guidelines, such as improperly checking in or out or failing to return a key, may result in fines.

If a room change request is made because of a roommate conflict, all other means of resolution (e.g., roommate contracts, mediation, etc) must be exhausted before a room change will be granted. Consultation with Residence Life staff (e.g., your Resident Assistant or Resident Director) is expected prior to submitting a Room Change Application. It is the expectation of the Office of Residence Life that students make every effort to live together in a civil and responsible manner.

Room Change Instructions

Students who have been granted a room change and receive a Room Change Notice must check in and check out during the time allotted for moves, or the move may be canceled at the discretion of the Office of Residence Life.

1. After receiving the Room Change Notice, make an appointment with your Residence Life staff member from your new building to check in.
2. Pack everything from the "old" room.

3. Meet with the Residence Life staff member from the new building. Go to the new hall and complete the Room Condition Report (RCR) for the new room with a Residence Life staff member from the new building.
4. Check into the new room with the Residence Life staff member:
 - a. Complete the check-in portion of the RCR for the new room.
 - b. Obtain the keys to the new room.
 - c. Ask the Residence Life staff member from the new hall to sign the Room Change Notice.
5. Make an appointment with your Residence Life staff member in your old building.
6. Move all your belongings to the new room and clean the old room.
7. Meet with the Residence Life staff member of your old building to check out of your old room.
 - a. Complete the check-out portion of the RCR.
 - b. Turn in your key to your old room.

Vacancies in Residence Hall Rooms

If a vacancy occurs in a student's room at any time, students have two options:

1. The current resident(s) living in the room may find someone she/he would like as a roommate. If they agree, they should inform the Office of Residence Life. The friend should complete a Room Change Application. This should be done as soon as the vacancy occurs. Students should not move until they are authorized to do so by the Office Residence Life.
2. If the current resident does not have someone with whom he/she would like to live it is possible that a new roommate may be assigned at any time. Space for a new roommate must be kept available at all times and should include a clear and empty bed, closet space/wardrobe, dresser, desk, and chair. The space will more than likely be filled by Residence Life with a student who needs a room change or is just moving onto campus. Once Residence Life has started the process or assigning someone to a current resident's room, it is too late for the current occupant(s) to request someone specific. Space for the newly assigned student must be made immediately and the current resident is expected to treat the new roommate with respect. If the Residence Life staff have reason to believe that a resident is acting in an unwelcoming manner in hopes of forcing the roommate to move out so that the resident can maintain the room to him/herself, conduct action may be taken.

Abandoned Property

Occasionally a student vacates his or her campus housing assignment during the course of the academic year. In these circumstances, students are expected to remove all of their belongings, return the room key, and otherwise follow proper check-out procedures. A student has five (5) business days from the date of cancellation and/or departure to make arrangements with the Office of Residence Life to complete the move-out/check-out process. The student has an additional five (5) business days to complete the move-out/check-out process. If a student fails to check out properly and/or remove her/his property from the room within the 10 business days indicated, any belongings left behind will be considered abandoned. When possible abandoned property will be stored or shipped at the student's expense, although it may be disposed of or donated.

Room Selection Process

Room Selection is the process by which students select a room for the following academic year. This process begins in early spring each year for the following academic year. In order

to be eligible to participate in Room Selection, all students must clear their student accounts of any outstanding balances, thus leaving their matriculation deposit. The matriculation deposit is only refundable when a student leaves the College. Students who meet these financial conditions prior to the deadline will be randomly assigned a lottery number (students are categorized based on the number of credits as indicated by the Registrar's Office as of March 1, then randomly ordered within groups of students with the same number of credits). The lottery number determines the student's order of selecting a room for the following academic year. Failure to meet the announced deadline will jeopardize the student's eligibility and assignment for Room Retention, Gender-Neutral Housing, Special Needs Accommodations, and all special interest housing. A complete schedule of dates for the Room Selection process will be made available early in the spring semester.

Room Retention

Returning students who wish to remain in the room they secured in the previous year's room selection process will be permitted to do so if certain criteria are met. The opportunity to retain a room will take place prior to General Room Selection, and specific information will be made available in early spring semester. First-year students and new transfer students are not eligible for Room Retention.

Gender Neutral Housing

The College permits returning residents to self-select a room assignment not based on gender. Gender Neutral room assignments are available only by resident request and must be mutually agreed upon by all parties occupying the room. As part of a resident's request for a gender-neutral housing assignment, all residents interested must first meet with a professional Residence Life staff member to discuss the option and living situation in addition to completing a roommate agreement. All residents interested in a gender-neutral room assignment must sign the Gender Neutral Housing Agreement and submit it to the Office of Residence Life.

Special Interest Housing

Various special interest housing options are available for students who wish to live with others working toward common interest. All special interest housing options are available by application. Applications for special interest housing are available in early-mid spring semester, prior to the Room Selection process. Special interest housing may require an application which will be made available to students before general room selection. Please contact the Office of Residence Life for more details.

Special Needs Accommodations

The Office of Residence Life recognizes that some students have circumstances that may require special attention when determining residential living options. Students requesting such accommodations must complete a Special Needs Accommodation Application, provide supporting medical documentation (such as a letter from a primary physician), and meet with Health and/or Counseling Services by the published deadline. These applications are available in early spring semester for consideration for the following academic year. The applications are due and assignments are made prior to the start of Room Selection processes. The Office of Residence Life (in consultation with Counseling and Health Services, the Assistant Dean of Faculty for Learning Support, and the Dean of Students, when appropriate) will review all documentation for consideration. If approved, the student will be notified and assigned accordingly in an appropriate location in any of the student residences on campus as determined by the Office of Residence Life and prior to General Room

Selection in April. Because space is limited, single-room assignments are not guaranteed and are based on medical documentation and demonstrated need.

NOTE: Students who are currently assigned to special needs accommodations must submit a Special Needs Accommodation Application every year for reconsideration for a special needs accommodation, but do not have to re-submit medical documentation if that medical documentation is current and up-to-date.

General Room Selection

Students who are not assigned via an application process may select a room that is available at General Room Selection using their randomly assigned lottery number. In order to select a room during General Room Selection, students must form a complete roommate group in order to completely fill the designated room occupancy (1=single, 2=double, etc.) for the academic year.

Housing Wait List

No wait list will be established following the spring Room Selection process. As spaces are available, they will be assigned. Students who want housing at any other time must complete an On-Campus Housing Application at the Office of Residence Life. During the academic year, assignments will be made as soon as possible and as space becomes available.

Housing Cancellation

Changing of Residency Status from Resident to Nonresident (Commuter)

Students who are assigned to housing for the current or upcoming academic year may request to cancel their housing assignment by submitting a Housing Cancellation Application to the Office of Residence Life. Current resident students who chose to live off-campus, participate in an off campus program, or withdraw from the College must submit a Housing Cancellation Application in order to be removed from the housing system AND notify the College of their off-campus address. All appropriate documentation must be provided with the form. **Students are responsible for any and all room condition and check out charges (if applicable) which will be charged to their Lake Forest College student account.**

Check-Out Procedures

In order to properly check-out of a room during an academic term, students must contact the Office of Residence Life for specific instructions and check-out procedures.

An Improper or Late Check-Out charge may be assessed for students who fail to complete any of the steps as instructed by the Office of Residence Life.

Fall Semester Housing The following charges apply for changing residency status from resident to nonresident/commuter/off-campus study participant or withdrawal from the College for the fall semester.

If you notify the Office of Residence Life:	The charge is:
After Room Selection and before June 1st	No charge
On or after June 1st, before July 1st	\$200
On or after July 1 st	\$750
On or after first day of Fall classes	\$750 plus prorated room and board charges

Spring Semester Housing The following charges apply for changing residency status from resident to nonresident/commuter/off-campus study participant or withdrawal from the College for the spring semester.

If you notify the Office of Residence Life:	The charge is:
Before December 1 st	No charge
On or after Dec. 1st and before first day of Spring classes	\$150
On or after first day of Spring classes	\$150 plus prorated room/board charges

After the change in residency status from “resident” to “nonresident (commuter)” has been processed, the Office of Residence Life will notify all other administrative offices (including the Business Office, ARAMARK, the Department of Public Safety, and the Dean of Students). Any room and board charges/refunds will be determined by on a per diem basis. Flex dollars from meal plans are not refundable. Any other charges/fines upon checking out of the residence halls will be determined by policies in this *Student Handbook* and as outlined above.

Changing of Residency Status from Nonresident (Commuter) to Resident

During the academic year, nonresident/commuter students who wish to live in campus housing for the current academic year must submit a Housing Application to the Office of Residence Life. Students who wish to live on campus for the following academic year must participate in the Room Selection process that takes place in the spring semester.

Off Campus Programs and Residence Life

Students participating in off-campus programs should consult with the Office of Residence Life regarding housing cancellation and re-application for housing. In general, students who are studying off-campus for the Fall Semester should not participate in room selection, but rather re-apply for housing prior to returning in the spring semester. Students who are studying off-campus during the Spring semester must submit a Housing Cancellation Form as per the above mentioned schedule and should re-apply for housing for the Fall semester.

Removal from Housing—Disciplinary Sanction, Academic Suspension, or Dismissal

A student who is required to vacate housing as part of a disciplinary sanction, academic suspension, or dismissal must do so before the deadline given in a notice by the Dean of Students or the Director of Residence Life. Once the notice has been issued, the Office of Residence Life will contact a Resident Assistant or Residence Director to inform them that a move-out is required.

The student must complete all steps outlined in the Check Out Procedures. Failure to complete any steps in the checkout procedures may result in additional charges.

If upon the stated deadline, the room is not vacated:

- a. The Residence Life staff member will notify the Associate Director immediately.
- b. The Associate Director will notify the Dean of Students immediately.
- c. The Associate Director will contact a Public Safety officer to locate the student at his/her room or on campus.
- d. The Public Safety officer will escort the student to the Dean of Students’ office.

- e. The Associate Director will consult with Facilities Management to have the lock changed at the student's expense.
- f. The student will not be permitted to enter the room without being escorted by a Public Safety officer. The Public Safety officer will supervise the student in packing and gathering all belongings, and the student will check out with a Residence Life staff member.
- g. The student will be escorted from the residence hall and campus by a Public Safety officer.
- h. If deemed necessary by the Dean of Students or the Director of Residence Life, all items in the room that belong to the student will be packed and stored or shipped at the student's expense.

When the Housing Contract is terminated at any time during a given semester for disciplinary reasons, no refund for room and board will be given.

Summer Housing

Eligibility for Summer Housing

Summer housing applicants will be assigned to housing on a space-available basis in the following order:

1. Special Needs Accommodations
2. Richter Scholars
3. Students registered for Summer Session I or Summer Session II and are returning to Lake Forest College in the fall or completing work for graduation during the summer
4. Students working on campus for a minimum of 25 hours per week
5. All other students, who can verify ongoing enrollment at the College, based on space availability.

If students choose to work on campus during the summer, they will have to complete a Summer Hire Form. Students may not work more than 7.5 hours per day, and, if after 7 hours per day, must indicate taking a 30-minute break on their timecards. FICA tax is withheld for months when school is not in session for U.S students only. As a benefit, students are allowed summer meals if they work at least 25 hours per week.

Because of the short time between the end of Commencement and the beginning of Summer Session I, rooms may not be in a "clean/ready" condition at the time of check-in for residents for Summer Session I. Accepted residents for Summer Session I will check in to Summer Housing on the Monday following Commencement, when current on-campus residents move to their summer session rooms.

Summer Housing Applications are available in the Office of Residence Life in early April and are due prior to finals week. Late applications will be accepted as space is available. The cost of summer housing is determined in the spring by the Business Office, and a receipt from the deposit must accompany the application. The deposit is refunded after the student checks out of the room for the summer, minus any damage or check-out fines or back rent owed. Summer residents must vacate the campus within 24 hours of termination of College employment or completion of classes.

Special Needs Accommodations

Students requesting a special needs accommodation must contact the Office of Residence Life with their requests. Students requesting such accommodation must provide supporting medical documentation (such as a letter from a primary physician) by the published deadline.

During the summer, students needing air conditioning for a special needs accommodation must receive approval through the Special Needs Accommodation process. If a student is approved for air conditioning, based on an approved special need, Facilities Management will install a student-provided window air-conditioner. The student will be charged \$50 for installation and \$50 for removal. Students may not install or remove air conditioning units themselves or arrange for anyone other than Facilities Management to do so. Additionally, when someone other than Facilities Management installs an air conditioner, staff will arrange for Facilities Management to remove the air conditioner and the student will be billed \$100.

Summer Prepayment

A prepayment of \$100 is required, paid at the Business Office, before applying for summer housing. A copy of the prepayment receipt must be submitted with the Summer Housing Application. The prepayment is applied to housing charges on a student's account one week after the student checks in. Summer residents must vacate the campus within 24 hours of termination of College employment or completion of classes. Proper check-out involves: (1) setting up an appointment with a Summer RA to complete the RCR, (2) returning the summer room key and signed RCR to the appropriate Residence Life staff member or Office of Residence Life, and (3) removing all belongings and vacating the premises. Upon proper and timely check-out, the student may pick up a summer deposit refund from the Business Office. Any fines or charges for damages will be billed to the student's account within ten days of checking out of the room.

Payment for Summer Housing

Students are responsible to pay summer housing charges if residing on campus during the summer. The student must complete a housing application. The student is required to pay for housing, but if not paid, the amounts will be automatically deducted from the student's payroll. If payroll or payments are not sufficient to cover the balance due, the college will bill the student's tuition account.

Disciplinary Records and Summer Housing

Students must be in good disciplinary standing to be eligible for summer housing. All College policies apply during Summer Sessions. Please be familiar with all College and Residence Hall policies as stated in the *Student Handbook*. **Students with significant disciplinary records are ineligible for summer housing.**

Summer Residence Hall Use and Dates of Occupancy

Space is extremely limited during the summer. Occupancy during the summer is restricted to the dates of Summer Session I and Summer Session II. Two residence halls are used as summer housing for Lake Forest College students. All other residence halls are utilized by the Office of Summer Conferences and/or maintained by Facilities Management. Students must meet the requirements for summer housing to be approved.

Damage Policy and Vandalism

"Damage" is any change in the condition of College-owned property occasioned by carelessness, accident, or intentional action on the part of students or their guests. At checkout the room is inspected and occupants will be charged for missing or damaged items. Damages within individual rooms will be charged only to the responsible student, if the individual responsible for damage can be identified. When the responsible student cannot be identified, those persons living or present in the area may be charged. Students are prohibited from repairing any damage.

"Common area damage" is any damage occasioned by carelessness, accident, or intentional action on the part of the students or their guests in a common area (lounge, hallway, stairwell, community bathroom, etc.). Common area damages will be charged to a designated floor, wing, or entire hall unless those responsible can be identified. After common area damage has been reported to Facilities Management, Residence Life, or the Department of Public Safety, a "Damage Charge Notice" will be distributed via email. All residents will have the option to report information about the responsible party so that the collective community does not get charged. Residents also have the option to appeal the charges, given a stated deadline as posted on the Damage Charge Notice. All charges from common area damage will be posted on students' accounts at the end of the semester.

When possible, charges will be determined by the actual cost (material, labor, and overhead) of replacement or repair of the property damaged, when possible. The individual cost factors will be determined by information obtained from regular work orders used in carrying out the repairs. The cost may include material and labor obtained outside the College when Facilities Management determines that is appropriate. Standards of type and quality of repair are to be determined only by Facilities Management. Facilities Management will process resultant charges through its regular procedures. At the Director of Residence Life or designee's discretion, a Damage Review Committee (composed of representatives from Residence Life, Facilities Management, and The Department of Public Safety and a student appointed by the Executive Board of Student Government) may be convened. This committee will examine damage reports and consider any student appeals. The Damage Charge Notice will be generated with instructions that the individual(s) being charged may appeal to the Director of Residence Life or designee or the Damage Review Committee. Appeals must be submitted to the Director of Residence Life, the director's designee, or the Damage Review Committee before the stated deadline on the posted Damage Charge Notice. The Director of Residence Life, the designee, or Committee has the authority to cancel specific charges or to levy charges when investigation by the Committee, Residence Life, or The Department of Public Safety yields identification of the responsible parties. Final authority and responsibility for all matters pertaining to damage in the residence halls rests with the Director of Residence Life or the director's designee. If there is no appeal or if the appeal is denied, the charges will be forwarded to the Business Office immediately or at the end of semester. After these charges have been posted, Common Area Damage charges may not be appealed.

Strong disciplinary action will be taken when an individual or group causes damage in a common area/public area. If the individual is held responsible for the damage through the student conduct administration system, a punitive monetary amount may be added to the replacement cost of the item(s).

Vandalism and Collective Responsibility

Every member of our residential community is expected to ensure that all residents live in a safe, secure, and damage-free environment that is conducive to the goal of academic success. Vandalism is not tolerated, and the Office of Residence Life understands that a collective community of residents must work together to prevent fellow residents and their guests from causing vandalism. Likewise, in the event that vandalism occurs, it is the residence hall community's collective responsibility to ensure that those who are responsible for the damage are held accountable. Steps are taken when an individual or group causes damage in a common area / public area.

When vandalism or damage occurs in a specific residence hall, Damage Charge Notices are distributed via email, notifying all residents of the incident. If no resident takes responsibility

for the damage/vandalism, the cost for repair will be billed to the collective community. If a specific resident or group of residents is found responsible, that resident will be issued a Notice of Alleged Violation and referred for disciplinary action.

Summary of Charges/Fines

Fires Safety Fines	
Fire Extinguisher Glass	\$100
Failure to evacuate residence hall during alarms	\$150
Fire Extinguisher (Shot Off)	\$100
Missing Fire Extinguisher	\$200
Exit Sign/ Emergency Light	\$300
Refilling Fire Extinguisher	\$150
False Fire Alarm (may also incur fine from the City of Lake Forest)	\$500
Candles/Incense Possession or Use	\$25 per item
Disconnected/Covered Smoke Detector	\$50
Smoking	\$50
Room Change Fines	
Failure to Check In to New Room	\$25
Failure to Check Out of Old Room	\$25
Failure to Return Key	\$50
Unauthorized Room Change	\$50
Additional Fines/Charges	
Early Arrivals (prior to opening) and/or gaining access to hall/room when it is closed	\$200 per day or \$50 per hour/per person
Late Departures (after closing)	\$200 per day or \$50 per hour/per person
Improper Check-Out (Failure to properly check out)	\$50
Removal of Furniture (lounge)	\$50 per item
Lock-Outs	\$5 per incident
Pet Policy Violation	\$50 per day of violation
Removal of Window Screens	\$50
Failure to Dismantle/Remove Lofts	\$75
Insufficient Cleaning	\$50 and up
Garbage/Trash in Common Areas, Hallways	\$25
Excessive Garbage	\$75 and up
Failure to sign housing contract by designated deadline	\$50 first deadline; \$100 second deadline; \$500 final deadline
Damage Charges	
Charges within student rooms will be determined by the fines listed or by the actual cost (materials, labor, and overhead) of the replacement or repair of the property damaged, whichever is greater. If determined by Residence Life or Facilities Management that labor costs are greater than posted fees, charges may be higher.	
Bed Frame	\$250
Chair	\$100
Closet Door	\$185

Desk	\$275
Doorknob and Lockset	\$150
Door Refinishing	\$75
Dresser	\$275
Lamp	\$40
Large Furniture	\$500 and up
Light Fixture	\$100
Light Fixture Globe	\$35
Lock Core	\$50
Mattress	\$125
Medicine Cabinet	\$200
Mini-Blinds	\$65
Mirror	\$35
Paint (per wall/per coat)	\$100
Radiator Valve	\$100
Recycling Bin	\$10
Screen	\$50-150
Shower Curtain	\$25
Sink	\$150 + labor
Smoke Detector	\$35
Telephone Jack	\$65
Toilet	\$250 + labor
Towel Rack	\$35
Tub	\$600 + labor
Tub-Refinished	\$500
Wardrobe	\$450
Waste Basket	\$10
Window	\$350 and up
Window Lock	\$50

Liability and Renter's Insurance

If a student sustains a loss, the College is not liable for the replacement of such loss. The College is not responsible for theft or destruction of personal property. Lake Forest College does not provide insurance for personal belongings such as, but not limited to, bicycles, automobiles, televisions, stereos, computer equipment, and clothing. It is strongly recommended that valuables be covered by a homeowner's or renter's insurance policy. Students should work with their roommates to ensure the common protection of property. Room doors should be locked when the room is unoccupied. In the event of damage by fire, water, steam, the elements, or other agents that renders a room unfit for occupancy, the College reserves the right to reassign the student to alternate housing accommodations. The College shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions of third persons. The College is not responsible for loss or damage due to any situation beyond its control.

Residence Hall Community Involvement

Residence Hall Programs and Activities

The Residence Life staff, as well as the Gates Center for Leadership and Personal Growth, the Office of Intercultural Relations, the Wellness Center, and our several student organizations, offer many opportunities for students to participate in leadership, service

learning, and governance across campus. The Residence Life staff offers programs and activities that address the needs of the each residence hall community. Residents are encouraged to take an active interest in the community life of their residence hall by assisting RAs in planning community-wide activities.

Paraprofessional Staff Leadership Opportunities

Resident Assistants (RAs) work with other students and other residence hall staff members to facilitate and develop a community environment within the residence hall that contributes to the intellectual, social, and cultural growth of residents and meets their educational, social, and safety needs. The RA upholds and presents the philosophy and policies of Lake Forest College. Additionally, the RA acts as a liaison between residents and College administrators. RAs strive to develop an inclusive, creative, and dynamic community that engages students in the pursuit of intellectual and artistic excellence, fosters personal and professional development, and provides opportunities to explore and realize their individual potentials. Applications for RA positions are available at the end of the fall semester and beginning of the spring semester, or as positions become available.

Community Room Reservations

Community rooms in Lois Durand Hall (1st Floor Lounge), Nollen Hall (3rd Floor Community Room), Deerpath Hall (Abbott Common Room and T.V. Lounge), Blackstone Hall (Basement Lounge), Moore Hall (1st Floor Lounge), and Cleveland-Young International Center (1st Floor Lounge and Kitchen) may be reserved through the Office of Residence Life.

Student Organization Lounges

The privilege of using basement lounges located in Gregory, McClure, and Roberts halls will be reviewed annually by the Gates Center.

Policies Governing Student Organization Lounges

1. Lounges may only be used for official student organization functions, registered at the Gates Center for Leadership and Personal Growth.
2. During the winter break and summer break periods, all lounges are locked and inaccessible to student organization members.
3. Individual members of the student organizations are prohibited from using the lounge for storage of personal belongings (e.g., boxes, furniture) at any time, including the winter break and summer break periods.
4. Keys for student organization lounges will be issued to a designated person of that organization through Facilities Management with approval by the Office of Residence Life and the Gates Center. At the end of each academic year, the key must be returned to Facilities Management. Keys may not be given to other organization members or students without documented approval of Facilities Management and the Office of Residence Life.
5. All other residence hall policies and College policies apply to student organizations and their members and guests.
6. Organizations that lose recognition on campus are required to vacate the lounge and lose the privilege of using the lounge.

Residence Hall Policies

Violation of residence hall policies will result in referral of the student to the Lake Forest College conduct process and may result in disciplinary action.

Animals/Pets

Fish (defined as animals with fins and gills, living under water 24 hours a day) are the only pets permitted in the residence halls. Maximum tank size is 10 gallons. All other pets are strictly prohibited in all resident rooms or other residence hall public areas. Residents found in violation of this policy will be fined \$50 per day of violation. Immediate removal of the pet to an off-campus location is required. Animal Control officials will be contacted if the animal is not removed immediately. Violators will also be subject to disciplinary action.

Residents are restricted from feeding or leaving food outside the buildings for wildlife. This policy has been established to prevent an infestation of fleas and/or the presence of disease-carrying animals that may pose a danger to residents.

Appliances/Power Sources

Residents are warned against overloading the electrical circuits in their rooms. Each room carries a load of three to seven amps. Each stereo, television, or refrigerator draws approximately two amps. Rooms are not wired to permit the use of large electrical appliances. Residents should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (e.g., paper, curtains, and clothes). George Foreman Grills, sandwich machines, and coffeepots are permitted.

- Freestanding microwaves are prohibited in any resident room. *Microfridge* units are allowed only in Deerpath, Cleveland-Young, Blackstone, Harlan, Moore, and Nollen.
- Appliances with open heating coils, such as toasters, toaster ovens, or single burner units are prohibited.
- Refrigerators larger than 4.6 cubic feet are prohibited.
- Air conditioning units are prohibited in any resident room unless a special accommodation request has been approved by the Office of Residence Life.
- Only UL approved three-prong grounded extension cords are permitted.
- Extension cords may not exceed six feet in length.
- Only one extension cord may be used per double outlet.
- Only one surge protector strip (with a 15-amp resettable circuit breaker) may be used per double outlet.
- Rewiring of resident rooms by non-College employees is prohibited.
- Radio or television antennae or cable/satellite dishes placed outside students' rooms are prohibited.
- Tampering with or removing electrical outlet or light switch covers is prohibited.
- Tampering with electrical wiring is prohibited.

Balconies, Hallways, Stairwells, Railings, and Roofs

- Balconies outside of Gregory, McClure, and Roberts may not be used as an extension of resident rooms for any reason.
- Balconies, hallways, and stairwells must be kept clear of trash and debris at all times. Residents are responsible for the balcony and hallway space immediately outside their room door.
- Stairwells and hallways should not be blocked at any time; this includes, but is not limited to: trash, boxes, bicycles, shoes, and toiletry baskets/containers. Stairwell doors may not be propped open.

- Sitting, standing on, climbing, or hanging from a balcony, railing, or roof is prohibited.
- Clothing, bikes, banners, or signs may not be hung from balconies, roofs, stairwells, and/or windows.

Barbecues

For outdoor barbecues, College policies regarding noise/quiet hours, trash, and alcohol must be followed at all times. A College official may shut down a barbecue if appropriate.

- Fires may only be lit in a grill or Hibachi-type barbecue.
- Barbecues must be lit at least 50 feet from any residence hall or building.
- Barbecues are prohibited after dark.
- Accelerants may not be used (e.g., lighter fluid, pre-soaked charcoal, propane, gasoline) or stored in residence halls.
- Fires must be completely extinguished and coals should be doused with water before being disposed of.

Bicycles/Motorcycles/Skateboards

Bicycles must be parked in assigned bike rack areas outside the residence halls. Bicycles must be registered at the Department of Public Safety.

- Bicycles may not be stored in common areas of the residence halls (e.g., hallways, stairwells) where there are no bike racks.
- Bicycles should be locked to bike racks. Bicycles locked to anything other than the provided bike racks will be removed and turned over to the Department of Public Safety for collection.
- Motorcycles must be parked in approved parking spaces. They may not be parked anywhere else on campus.
- Skateboards, scooters, and/or in-line skates are not to be ridden or worn inside any buildings.

Between the spring semester and summer sessions, Facilities Management will post notices informing residents that if a bicycle is not registered with the Department of Public Safety and have a registration sticker on the bicycle, it will be considered abandoned and will be removed.

Candles/Incense

- Candles (even for decoration), incense, and potpourri burners are prohibited. Any candles found, regardless of whether they have been burned or not, will be confiscated and immediately thrown away.
- The burning of incense or use of potpourri burners is prohibited. Any incense or potpourri burners found will be confiscated and immediately thrown away.

Residents seeking to honor religious observations or cultural holidays should contact their Residence Director.

Cleanliness

Residents are expected to maintain their rooms, suites, or apartments in a clean and sanitary manner.

- Trash must be placed in designated bins/dumpsters and may not be left in hallways and/or on balconies. A fine will be assessed per bag for trash found in unauthorized areas (including bags of personal trash found in common area trash cans). Common Area Damage policies apply in these situations.
- In preparation for winter break and summer sessions, all trash, including perishable items in refrigerators, must be removed from resident rooms at the end of each semester.

Common Area Responsibility

Residents in the residence halls are jointly responsible for the care of common areas and residence hall property. Common areas are defined as those areas available for the use of all residents living in an apartment, wing/side, floor, or hall. Fines for damages (e.g., trash, littering, and vandalism) to common areas and property will be assessed and divided among residents of the community if the responsible person is not identified. The minimum fine or charge assessed will be \$5 per resident per semester.

Decorations

Residents are encouraged to decorate their rooms in a manner of their choosing. All decorations must be removed at check-out. The following are guidelines to consider:

- Curtains may be hung using tension rods in the window frames. Drilling holes in walls or using nails to hang curtain rods is prohibited.
- Dartboards and/or archery equipment are prohibited in residence halls.
- Decorations on the outside of room doors are encouraged but should be posted with consideration for community standards. Hallways and other public spaces are considered to be semi-private areas. As such, residents are advised to balance their own desires for free expression with the community's sense of decorum and propriety. If a resident is asked to remove something that has been deemed offensive from the outside of a door—by residents, Residence Life staff, or any other member of the College community—he or she is expected to comply. On the other hand, residents have a right to post decorations on their door without the fear of unwarranted interference or vandalism of any sort. Defacing a resident's door or door decorations is prohibited.
- Road Signs – Government issued road signs (e.g., stop signs, street signs) are prohibited in the residence halls.
- Walls/Ceilings - Painting rooms in the residence halls is strictly prohibited. Wallpaper and borders are prohibited. Decorations should be guided by good sense. Blinds may not be removed from windows. Occupants are fully responsible for damages to their rooms. Nothing may be drilled, nailed, or screwed into the walls, ceilings, or floors. Residents are prohibited from filling any holes that may exist. Residents will be billed for damage to walls. Hanging items from ceilings is prohibited.

Elevators

The elevators in Deerpath Hall, Nollen Hall, and Moore Hall are inspected yearly. Inspection certificates are kept on file.

- Tampering with or vandalizing elevators is prohibited.
- The use of elevators during general evacuation in a fire or severe weather emergency is prohibited.

- Emergency phones and alarms located in the elevators are to be used only in emergencies. Improper use will result in a fine.

In the event of continued misuse, the elevators may be deactivated for a period of time to be determined by Residence Life staff.

Fire Safety

- In case of a fire alarm, all residents must evacuate the building immediately and report to the location designated by Residence Life Staff. Residents are not to re-enter the building until instructed to do so by the Fire Department, a Public Safety Officer, or a member of the Residence Life staff. Residents refusing/failing to evacuate or return to the building before they are told to do so will be subject to disciplinary action and a fine.
- Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) is prohibited and will result in a fine and disciplinary action.
- The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge of a fire extinguisher will result in a \$100 fine plus refilling costs in addition to disciplinary action. Sounding a false fire alarm is a felony and will be treated as such. Additionally, a fine will be charged.
- Covering or disconnecting smoke detectors is prohibited. A fine will be assessed for each disabled smoke detector, in addition to the cost of repair or reconnection.
- Stairwells and hallways should not be blocked at any time; this includes, but is not limited to, blocking stairwells with trash, boxes, or bicycles. Stairwell doors may not be propped.

Furniture and Lofts

- Furniture may not be stacked, except for a maximum of 2 bunked beds that are secured using bunking materials provided (e.g. bed pins, frame connectors, etc.) by the Office of Residence Life.
- The construction of lofts of any kind or the use of other materials to elevate beds or other furniture, personal or College owned, is strictly prohibited. The only lofts permitted in the residence halls are those acquired through www.bedloft.com. Residents must dismantle and remove any prohibited loft within 24 hours. Residents are responsible to set-up, dismantle, and return any loft in accordance with the terms of the contract with Bedloft.com. Residents found in violation of this policy and/or any contract signed with BedLoft.com may be assessed fines by Bedloft.com and/or the College and referred to the student conduct process.
- Beds that have been bunked or lofted may not be placed adjacent to any window, door, or passageway so that they block or impede access, exit, or view to the room in case of emergency. The top of a lofted or bunked mattress must be at least 30 inches below the ceiling or sprinkler head.
- Waterbeds are prohibited.
- College-owned furniture must remain in common areas. Residents found with common area furniture in their College-managed residence may be assessed a fine

and/or referred to the student conduct process. Residents must return the furniture within 24 hours and may be responsible for any associated repair or replacement costs.

- Any costs associated with the repair or replacement of college owned common area furniture may be charged to the entire community if responsible person(s) cannot be identified.
- Residents are prohibited from placing furniture in foyers, hallways, or on balconies. Residents may not remove college owned furniture from their College-managed residence and must return the furniture in their College-managed residence to its original arrangement before checking out. The costs associated with missing or damaged furniture at the time of checkout or College-managed residence inspection may be charged to the student responsible for the missing or damaged furniture.

Gambling

- Gambling in the residence halls is prohibited.

Hall Sports

- Running is prohibited in the buildings.
- Bouncing, throwing, and/or kicking balls (and/or other objects) is prohibited in the residence halls.
- Wrestling and other forms of "horseplay" are prohibited.

Keys

A room key is issued to each resident at check-in. Residents should carry their keys at all times and lock their doors. Residents must return keys immediately upon checkout or reassignment and sign the appropriate key envelope. Residents must report any lost or stolen keys to the Residence Director.

- Residents may not borrow keys from each other or loan keys to anyone.
- All keys issued to residents are the property of Lake Forest College and may not be duplicated.
- Unauthorized possession of keys will result in the confiscation of the key and possible restriction of the individual from the building.
- A resident who requests access to his/her room by a Residence Life staff member or Public Safety Officer for a lock-out will be assessed a \$5 charge. This fine will be posted on the resident's account and must be paid to the Business Office, North Hall.

Lamps/Lighting

- The use or possession of halogen lamps in the residence halls is prohibited.
- Black or colored light bulbs may not be used in College-provided light fixtures.
- UL-approved holiday lights may be hung in the residence halls, but are to be plugged in only when the residents are present.

- Hallway/balcony lights may only be removed or replaced by Facilities Management personnel.

Littering

- Residents may not disperse litter in any form on College grounds or facilities. Litter includes, but is not limited to: cigarette butts, flyers, cans, and bottles. A trash fine will be assessed for each incident of littering.

Locks/Doors

- Locks may not be tampered with in any way that interferes with the use of keys or prevents the locking/unlocking of doors.
- Locks may not be added on any doors in the unit, nor may they be changed or replaced. Slide locks and chain locks are prohibited.

Posters/Flyers in Residence Halls

All student organizations wishing to post flyers in the residence halls may submit copies to the Office of Residence Life for distribution by the Residence Life staff in accordance with the following rules:

- All posters, flyers, and banners must be approved by the Office of Residence Life. Each flyer must be stamped by the Office of Residence Life. Flyers (11 copies) may be submitted to the Office of Residence Life at Rosemary House for approval and for posting by the residence hall staff. The Office of Residence Life reserves the right to deny approval of flyers/posters in residence halls. All flyers, posters, and banners not approved by Residence Life will be removed and recycled.
- Flyers or posters advertising events and ideas may not make reference to alcohol or other drugs.
- Removing flyers/posters solely because they oppose individual values/beliefs is prohibited.
- Posters, flyers, or banners may not be placed on any exit doors, fire doors, or windows.
- Only one flyer will be posted in each residence hall.

Propped Doors

- To ensure the safety and security of all residents, propping or otherwise interfering with the closure of any exterior door is prohibited.
- Exterior doors must be kept closed and locked at all times. Propping doors will result in a fine to the responsible student. Residents of hallways or buildings with consistently propped doors will be charged as a community and fined collectively.

Quiet Hours and Courtesy Hours

Courtesy Hours: Courtesy Hours are in effect at all times. Residents and their guests are required to respect and comply with the request of any other resident to lower noise to a reasonable level at any time, including weekends.

Courtesy Hours for all Residence Halls are in effect 24 hours a day, 7 days a week.

Quiet Hours: Residents are responsible for monitoring their own noise levels and should insure that their noise cannot be heard outside of their room. Residents are expected to turn down sound systems or discontinue noisy activity immediately if requested to do so by another resident or staff member at any time.

- Loud talking, music, or other disruptive activities in rooms, courtyards, balconies, lounges, stairwells, or lobby areas are prohibited.
- Stereos, radios, TVs, and other sound systems should not be played so loudly that they are heard outside of the resident's room. TVs, stereos, and alarm clocks should be turned off before leaving the room.
- Speakers may not be placed in windows.

Quiet Hours are as follows:

10:00 p.m. — 8:00 a.m. Sunday through Friday
2:00 a.m. – 8:00 a.m. Friday through Sunday

Residents of each hall may vote to further limit quiet hours during the beginning of each semester; however, the quiet hours may not be less restrictive than those listed above.

Summer Session Quiet Hours for all student residences (excluding South Campus Apartments, which remains 24/7):

5:00 p.m. Sunday – 5:00 p.m. Friday
2:00 a.m. Friday night – 10:00 a.m. Saturday morning
2:00 a.m. Saturday night – 10:00 a.m. Sunday morning

During exam week, 24-hour quiet hours will be enforced in all residence halls starting at 5:00 p.m. on the last day of classes and extending through the end of hall closing for winter break (at end of Fall semester) and the end of graduating seniors' Hall Closing (at the end of Spring semester).

Solicitation

Soliciting of funds, commercial advertising, or sales and distribution of commercial items in the residence halls must be approved in advance by the Office of Residence Life. Generally, soliciting must be sponsored by a College-recognized organization, and individuals engaged in the solicitation must be current students.

Vandalism/Damages

Upon noticing a maintenance concern in a room/apartment, it is the responsibility of the resident(s) to report the concern to a member of Residence Life staff immediately. Failure to report a maintenance concern that results in unnecessary damage will be considered defacement to College property.

Visitation/Guest/Hosting Policy

Non-Student Guests

All non-student guests must be registered by the student who is hosting the guests. This is accomplished by completing an on-line form on my.lakeforest.edu and should be done upon the guests' arrival to campus. If a guest has a vehicle on campus, the guest's vehicle must also be registered which can be done on the same form.

Guests may share resident facilities with their host for periods up to 72 hours per month. Any guest not having a Guest ID Card is subject to arrest for trespassing. Any resident hosting a guest without a Guest ID Card is subject to disciplinary action. Residents are responsible for the behavior of their guests at all times.

- You and your roommate(s) must agree to all visitations.
- Residents are not permitted to share, sublease, or allow the use of any assigned space to another person.
- At any time, disruptive guests may be asked to leave the building or leave campus. Failure to do so will result in disciplinary action for the guest as well as the host and the possible issuance of a trespass notice.
- Residents are responsible for the behavior of their guests at all times. This includes any and all Lake Forest College students who are present in the room.
- Residents must use their keys and/or identification cards to enter the building.
- Guests are to be met at the door by the resident they are visiting.
- Guests are expected to abide by the same College and residence hall policies as the residents. Should a violation occur, the host of the guest will be held accountable, disciplinary action may be taken, the guest may be asked to leave, and a trespass notice may be issued.

Lake Forest College Student Guests

- Residents are responsible for the behavior of their Lake Forest College student guests at all times.
- After they have officially checked out of their rooms, students may not remain on campus as guests of other students who have not yet checked out.

Cohabitation

Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if he/she were a resident of that space. Cohabitation is not permitted in college-owned residences.

Examples of this may include, but are not limited to, accessing the room or apartment while the assigned occupants are not present, utilizing a key to enter a room or apartment to which one is not assigned, keeping clothing and other personal belongings in the residence hall or apartment, sleeping overnight in the room/ space on a regular basis, and using the bathroom and shower facilities as if he/she lived in that residence.

Windows and Screens

- Windows may not be used as an entrance or exit to rooms.
- Signs, pictures, banners, empty bottles, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the room in case of emergency. This is to ensure the health and safety of residents and rescue personnel.

- The removal or vandalism of window screens is prohibited. There will be a \$50 fine for removing a window screen. Replacement of damaged or missing screens will be at the expense of the resident.

Fire Safety

TO REPORT A FIRE, CALL 911.

Fire safety is of paramount importance to everyone in the College community. In order to adequately safeguard lives, when there is a fire alarm all individuals are required to evacuate the building, closing room doors on the way out. Failure to evacuate will result in a \$150 fine. Once outside, all individuals must move to an area designated by Residence Life staff. All fire alarms are presumed to be real. In the event of smoke or fire, immediately sound the nearest fire alarm to alert and evacuate other residents. Dial 911 or call the Department of Public Safety at ext. 5555, and give your name, building, and specific information about the fire. If you are in a room and the fire alarm has sounded, do not open the door until you check for smoke around the cracks and feel the surface of the door. If it is hot, do not open it. Seal up the cracks around the door with sheets or towels. Open the window slightly and hang a visible object to alert fire safety officials and identify your location and presence. If the door seems cool, open it cautiously and proceed rapidly to a clear exit, closing all doors behind you.

All residents must leave the building immediately. Residents are not to re-enter the building until instructed to do so by the Fire Department, a Public Safety Officer or a member of Residence Life staff. Residents who refuse or fail to vacate, or return to the building before they are told to do so will be issued a Notice of Alleged Violation and are subject to disciplinary action.

In compliance with all local and state fire ordinances, all residents should be aware of the following safety guidelines:

Room Decorations

Tapestries should be set against the wall and well away from all outlets. Room furnishings must not impede quick access to corridors from the sleeping areas, especially in the quad rooms in Gregory, McClure, and Roberts. Fire retardant sprays are suggested for all wall coverings.

Smoke Detectors

Smoke detectors are furnished in each residence room and must not be tampered with or disconnected. Covering or disconnecting smoke detectors is prohibited. \$50 fine will be assessed for each disabled smoke detector, in addition to the cost of repair or reconnection. Additional smoke detectors and approved extension cords are available at local hardware stores.

Prohibited Items

The following are prohibited in residence halls, including lounges:

1. Storage of flammable materials (including charcoal and lighter fluids)
2. Storage of newspapers in large quantities
3. Storage of motor-driven vehicles
4. Storage that impedes access to rooms
5. Live cut trees

6. Storage of/discharging of fireworks
7. Halogen lamps
8. Candles (even for decoration), incense, and potpourri burners
9. Fog or smoke machines

False Alarms or Tampering with Fire Safety Equipment

False alarms or tampering with fire safety equipment violates Illinois law and will be severely dealt with through the student conduct process. Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) is prohibited and will result in a minimum \$100 fine and disciplinary action. The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge of a fire extinguisher will result in a \$100 fine plus refilling costs in addition to disciplinary action. Sounding a false fire alarm is a felony and will be treated as such. Additionally, a \$500 fine will be charged

Individuals mishandling safety equipment will be dealt with severely and be issued the fines.

Fire Escapes and Fire Doors

Fire escapes and fire doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

Automatic Sprinkler Systems

Some of our residence halls are equipped with automatic sprinkler systems. These systems are effective, secure, and designed to only react to heat. Tampering with the individual sprinkler heads, such as knocking it or hanging something on it, can cause the sprinkler head to discharge water. In the event that a sprinkler head discharges as a result of tampering, the student may be held responsible for any and all costs associated with damage to personal and College property and any resulting costs associated with the ensuing cleanup.

COMMUNITY STANDARDS & STUDENT CONDUCT

The College's mission statement states that we are preparing Lake Forest College students to become global citizens. In that regard, we expect students to respect each other, their environment and others at all times. We are all responsible for maintaining our community's safety and security, and we are all accountable for how our actions affect others. As such, students are expected to uphold the standards of our community as described in the Student Handbook. In addition, Forester student-athletes must comply with the policies and procedures of the Athletic Department Code of Conduct, the NCAA or national governing body, and the competing conference. Violations will be reviewed by the Athletic Department Conduct Committee and/or the Director of Athletics.

Authority

The administration of the student conduct system is handled by the Office of Student Affairs, which responds when students are believed to have violated the College's community standards of honesty, civility, and respect. The system is designed to help students develop into informed, engaged, principled, and respectful members of the College community. We foster students' ethical development and personal integrity and promote an environment that balances individual needs and desires against those of the community at large.

Authority to Direct

On occasion, a staff member may find it necessary to exercise authority on behalf of and in the best interests of the College. In the instance in which a staff member directs students, students are obliged to follow the directives. Examples of such directives include but are not limited to: building evacuations, required meetings with specific faculty and/or staff, required follow up actions, etc. Failure to follow the staff member's directive is a serious matter and may result in referral for disciplinary action. If a student believes that a staff member has made an inappropriate request (illegal, unethical, immoral, etc.), the student should not comply with the request, and register a formal complaint with the Dean of Students.

Authority to Summon

From time to time, the Dean of Students, or his or her designee, will require the immediate presence of a student to address a matter of genuine urgency. In such cases, the Dean or designee may require the student to appear in person at a specified time and place, regardless of the student's other commitments. Failure to appear as required by the summons is a serious matter and may result in disciplinary action.

Senior Conduct Officer

The Senior Conduct Officer is the Dean of Students, who oversees the day-to-day operation of the non-academic disciplinary process.

Administrative Hearing Officers

Administrative hearing officers conduct administrative hearings for students accused of violating community standards and/or the code of conduct.

The senior hearing officer is the Associate Director of Residence Life (ADRL). The remaining administrative hearing officers are the professional staff of the Office of Residence Life. In

extraordinary circumstances the Dean of Students may act as a hearing officer, in which case the President of the College will be the appeals officer for that case.

Jurisdiction

Authority to discipline students originates from the Board of Trustees and the President of the College. This authority has been delegated through the Dean of Students to the Associate Director of Residence Life (ADRL), who administers all non-academic conduct review processes.

The College retains the right to respond to alleged violations of the student code of conduct that take place on campus, at college-sponsored events, and/or during off-campus programs. The College may also address student behavior that takes place off campus when those activities adversely affect important interests of the College. If such activities are violations of both public law and College policy, then external legal sanctions and College sanctions may both be pursued.

In particular:

The College may address misconduct that occurs outside of the campus where the behavior is a continuation of inappropriate conduct that occurred on campus, takes place at an off-campus College-sponsored function, is prejudicial to the public image or standing of the College in the community, or adversely affects the student's ability to participate effectively in the educational program.

The College may also address off-campus misconduct that poses a danger to others and/or to the perpetrator, involves acts of violence or threats of violence, or is a violation of state or federal criminal law. When addressing misconduct off campus, the College will follow the same procedures as those provided for on-campus violations of policy including the imposition of sanctions. The College will act as quickly as possible following notification that a violation has taken place unless circumstances force a delay.

The College is not a sanctuary from public law and does not promote or condone unlawful behavior. The College cooperates with law enforcement authorities in a manner consistent with its legal duties and the interests of the College community.

Students under prosecution for violation of public law may also be subject to College conduct proceedings, which are independent of those under public law. The College may take prompt action under its own procedures regardless of whether the public officials have disposed of the case or what disposition they make.

Students should be aware that while disciplinary hearings, administrative and Community Review and Conduct Board, are confidential, the records are subject to subpoena in the course of investigation and prosecution of a criminal or civil matter.

Student Conduct Procedures

Case Referral

Incident reports are used to document occurrences in which there has been a possible violation of College policies and can be written by any member of the Lake Forest College community, as well as off campus individuals. Students may also initiate a complaint through the Department of Public Safety or the Office of Residence Life. Written statements may also be submitted in lieu of an incident report. The submission of an incident report does not automatically initiate conduct proceedings.

Consideration and Review

Once complete, incident reports are reviewed by the ADRL to determine whether a violation of policy may have taken place. In cases in which the ADRL determines that there is not sufficient information to determine that a violation may have occurred, he/she may decide not to pursue the case. If the ADRL determines that there is sufficient information to determine that a policy may have been violated, he/she will then decide how to refer the case. If the ADRL believes an investigation is necessary before determining if a policy violation occurred, he/she will work with Public Safety to gather additional information.

In some cases, the ADRL may determine that an informal response may resolve the situation. Examples include a warning to cease current behaviors (either orally or in writing), conflict mediation, and changes in academic, work, or living environments.

In other cases, the ADRL may determine that a formal response is necessary and he/she will then either assign the case to an Administrative Hearing Officer or refer the case to either the Community Review Board or the Conduct Board. The majority of cases will be referred to Administrative Hearing Officers. However, in cases it may be helpful to gather additional information (i.e., witnesses), the ADRL may refer the case to either Conduct Board or Community Review Board. Cases of major import, as determined by ADRL, will be referred to the Conduct Board; however, the decision as to which board will hear the case rests solely with the ADRL.

Notice to Student

The student will receive a Notice of Alleged Violation (NOAV) via email to the student's Lake Forest College email account. Pursuant to College policy, students are required to regularly check their Lake Forest College email for official communication from the College. The NOAV is not a finding of responsibility, nor is it a sanction; rather, its purpose is to inform a student that a violation of community standards is alleged to have occurred and is under investigation.

A student who receives a NOAV must attend the scheduled hearing as instructed in the NOAV. If a student fails to attend the hearing, the officer or Board may hear the case in the student's absence, based on the information available at the time.

Administrative Hearing

The administrative hearing includes only the student and a hearing officer. At the administrative hearing, the hearing officer and the student jointly review all reports, discuss the incident in question, and the hearing officer will then determine responsibility, if possible. If necessary, the hearing officer may take additional time to determine whether or not the student was responsible for the violation(s) and assign sanction(s). If the hearing officer is able to determine, based upon the information presented during the hearing, that the student "more likely than not" violated college policy of the Student Code of Conduct, he/she will find the student responsible and assign a sanction.

Community Review Board

The Community Review Board will consist of 8-10 student members, five of whom may be selected for a hearing. One student will chair and lead the hearing process. The Associate Director of Residence Life (ADRL), or his/her designee, will serve as the advisor to the board and is a non-voting member.

A member of the Board may ask not to serve for a particular hearing for reasons of possible conflict of interest.

See below for additional information regarding Community Review Board procedures.

Conduct Board

The conduct board consists of students, faculty and staff and is chaired by the Associate Director of Residence Life (ADRL), who is a non-voting member of the board. The chair's role is to ensure efficiency and fairness throughout the hearing process.

Five voting members constitute a quorum, and may be any combination of those eligible to serve. A member of the Board may ask not to serve for a particular hearing for reasons of possible conflict of interest.

See below for additional information regarding Conduct Board procedures.

Respondent's Rights

Whether being heard by the hearing officer, Community Review Board or the Conduct Board, the respondent shall have the right to:

- obtain assistance from the Dean of Students whenever the complainant is advised to consult local officials;
- see a written violation charge against him/her prior to the hearing and a written notice of the time and place of the hearing (Notice of Alleged Violation);
- review all reports and the text of statements made by witnesses and/or victims;
- have a hearing within 14 business days, when possible.

In the case of Community Review and Conduct Board hearings, the respondent shall have additional rights. They are to:

- have a pre-hearing conference with the ADRL, at the request of the student;
- be present throughout the hearing but not the deliberation process, provide a statement and present information, present a reasonable number of witnesses (see definition of "witness" below), and have an opportunity to indirectly question witnesses (through the chair);
- have an advisor (who must be a member of the College community and may not be acting as the respondent's attorney in any external proceedings) present at the hearing at all times while the respondent is before the Board. The advisor provides procedural advice and moral support to the respondent, but does not speak for or on behalf of the respondent during the hearing.
- present letters of support from up to two character witnesses, which, if the respondent is found responsible, will be presented to the Board before sanctioning.

The respondent **must** inform the ADRL of his or her advisor and all witnesses no later than 24 hours in advance of the hearing; failure to do so may prohibit their participation in the hearing.

Complainant's Rights

In most cases, the College will serve as the complainant; however, there are cases in which an identifiable complainant other than the college may submit an incident report. In these instances, the complainant will be responsible for presenting information to the hearing officer or board. The complainant will have the right to:

- be present throughout the hearing but not the deliberation process, provide a statement and present information, present a reasonable number of witnesses (see

definition of "witness" below), and have an opportunity to indirectly question witnesses (through the chair)

- have an advisor (who must be a member of the College community and may not be acting as the complainant's attorney in any external proceedings) present at the hearing at all times while the complainant is before the board. The advisor provides procedural advice and moral support to the complainant, but does not speak for or on behalf of the complainant during the hearing.

The complainant must inform for the ADRL of his or her advisor and all witnesses no later than 24 hours in advance of the hearing; failure to do so may prohibit participation in the hearing.

"Witnesses" are individuals who (1) directly observed an incident or (2) have direct knowledge related to an incident. Witnesses should be able to speak knowledgeably about the incident and be able to provide relevant facts to the hearing board. An example of someone with direct knowledge might include someone who may have seen an alleged victim earlier in the night and can attest to how upset he may have been, though the person did not actually witness an alleged assault. Or, another example could include a friend who may have gone to the hospital with an alleged victim immediately following an alleged assault, but again did not directly witness the assault.

Victim's Rights

In all cases, violation charges are brought by the College, and in many cases, the College is the only identifiable "victim" of an alleged offense. However, there are cases in which there is an identifiable "victim" other than the College. When the senior hearing officer determines that a victim can be identified, at the victim's request, the victim will have the right to:

- be present to hear all information provided to the hearing officer or Board, indirectly question (through the hearing officer or chair of the Board) witnesses, and may be accompanied by an advocate who may confer with and assist the victim but may not speak for him or her. The advocate may be any member of the College community who is not acting as the victim's attorney in any external proceedings.
- make a victim impact statement that will become part of the case record to be reviewed by the hearing officer or Board in any decision or sanction and by the appeals officer when considering an appeal.
- request separate hearing rooms (connected electronically) in order to allow full participation of the parties while at the same time avoiding undue embarrassment or intimidation.

Victim Notification

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, allows colleges and universities to disclose to an alleged victim the final result of a disciplinary proceeding against an alleged perpetrator of a crime of violence or non-forcible sex offense. The disclosure may be made without the prior written consent of the alleged perpetrator. An alleged victim of any other offense or policy violation may be notified of the final result only if the alleged perpetrator provides his or her prior written consent to do so.

The term *crime of violence* includes the alleged commission or attempt to commit any of the following offenses: arson, assault offenses, burglary, criminal homicide (manslaughter and murder), destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible sex offenses. The term *non-forcible sex offenses* include the alleged commission of

acts that would constitute statutory rape or incest. Definitions of these offenses may be found at 34 CFR Part 99, App. A, which is available at www.ed.gov/offices/OM/fpc/ferpa.

Parental Notification

The College may disclose to a parent of a student regarding a violation of any federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if:

- a) The College determines that the student has committed a conduct violation with respect to that use or possession; and
- b) The student is under the age of 21 at the time of the disclosure to the parent.

Community Review and Conduct Board Hearing Procedures:

1. After introductions are made, the chair reads the alleged violation to the respondent and asks the respondent whether he or she understands the charges.
2. The respondent describes the incident and answers questions from the Board.
3. The College witnesses describe the incident and answer questions from the Board and the respondent.
4. The respondent's witnesses describe the incident and answer questions from the Board and the respondent.
5. If necessary, witnesses may be recalled so that final questions can be asked by the Board.
6. The respondent is given the opportunity to make a summary statement.
7. If there is an identifiable victim other than the College, he or she will be given an opportunity to make a victim impact statement.
8. The hearing is concluded and the Board begins closed deliberations. The standard of proof is determining responsibility is preponderance of evidence, which means that it is more likely than not that the alleged conduct occurred.
9. Deliberations conclude and if the respondent is found not responsible, the hearing is concluded. If the respondent is found responsible (at least three members of the Board must vote to find the respondent responsible), the Board reviews the previous conduct of the student and decides on the sanctions to be applied.
10. The Board meets with the respondent and advisor to inform them of the outcome of the hearing.

The respondent will receive an outcome letter detailing the findings of the Board via his/her lakeforest.edu email account.

Policies Governing Community Review and Conduct Board Hearings

- The respondent may not have contact with any witnesses named in the incident report prior to the hearing.
- The Board may call any member of the College community, as well as any other person, as a witness. For faculty and staff witnesses who fail to appear, sanctions up to Letters of Censure may be recommended.
- All witnesses, respondents, and Board members are expected to keep all proceedings confidential.

- Community Review Board and Conduct Board Hearings are closed; an audio recording of the proceedings shall be retained for appeal purposes.
- A person who serves as a witness may not serve in any other capacity during the hearing. A witness is a person who has personal knowledge of the incident at issue (see definition of "witness" above).
- Should any witness intentionally mislead the Board or willfully omit relevant testimony, the witness may face charges for violations of the code of conduct.

Presentation of Information during Hearing

The Associate Director of Residence Life (ADRL) will decide what information may be presented to the Community Review Board and/or Conduct Board. Information coming from an anonymous source or that is presented outside of the hearing will not generally be admitted. Generally, the ADRL will agree to consider information that is relevant to the subject matter of the hearing and is fair and reliable under the circumstances of the case.

Adjudicatory Standard

The hearing officer, Community Review Board, or Conduct Board will determine whether the respondent is "responsible" or "not responsible" for the alleged violation(s). The respondent will be presumed "not responsible" until the information gathered is such that the hearing officer or Board is able to determine that the student "more likely than not" violated college policy of the Student Code of Conduct.

Summary Actions

Interim Suspension

The Dean of Students, or his/her designee, may initiate an administrative interim suspension from the college or residence halls of any student for the following reasons:

1. Behavior that poses a threat to the health and safety of the student or others.
2. Completion of a mandated evaluation, on the basis of behavior that continues to pose a threat to the health and safety of the student and/or others.
3. Behavior continues to be disruptive to the community and/or a concern to campus constituents.

In addition, the Dean of Students, or his/her designee, may reassign a student to alternate housing and/or limit a student's access to designated residence halls or campus buildings on an interim basis. A summary action begins immediate upon notification by the Dean of Students or his/her designee. A student on interim suspension may not return to the college or residence halls until the student conduct process has been completed.

Every attempt will be made to resolve the matter as soon as possible. Summary actions are not subject to appeal prior to the required conduct hearing. Summary actions may also be employed during any appeal process.

At times, a student may be called upon to meet with the Dean of Students or his/her designee to resolve issues related to concerning behavior or an interim suspension. Failure to comply with this request may be considered a violation of the student code of conduct and could result in disciplinary action.

No Contact Order

The Dean of Students, his/her designee, a student conduct administrator or board, or Public Safety Officer may direct a student to have no contact with another individual. This order may be stated in writing before, as a result of, or after a hearing. In some cases, this order may be in effect outside of the initiation of a conduct hearing proceedings. The person(s) who is protected by this order may also receive a written statement detailing the order or may also be directed to have no contact with the other involved individual(s).

Emergency Amnesty Policy

The health, safety, and general well-being of students are of primary concern to Lake Forest College. Students who are aware of a medical or other emergency are obligated to call for help, even when the emergency may be linked to prohibited activities. When reporting a situation in which emergency medical help may be required when someone is severely intoxicated or is injured as a result of illegal or prohibited activities, students run no risk of penalty from the College for themselves or other students involved when they call for help. In such cases, students may be required to take advantage of educational or counseling opportunities, but no record of a conduct violation will be created.

Failure to complete the recommended educational or counseling opportunity may result in further disciplinary action. Repeat or serious incidents will prompt a higher degree of concern, response, and sanctioning. The Office of Student Affairs reserves the right to not apply the emergency amnesty policy when it believes it is in the best interest of the student to receive a sanction and have documentation of a conduct incident.

Code of Conduct

Because they are not in keeping with the educational mission of the College, the following Code of Conduct outlines behaviors that are prohibited at the College. These rules are intended to provide general guidelines for conduct, and the listed violations should not be regarded as all-inclusive. The College will impose appropriate corrective action for other forms of disruptive or inappropriate behavior and the examples we have cited do not replace sound judgment, common courtesy or generally accepted standards of behavior. In addition, the College will respond to violations of local, state and federal laws, where applicable. Repeat or multiple violations will result in more severe sanctions.

Each member of the Lake Forest College community enjoys the same basic rights and is expected to respect the rights of others. Those rights include, but are not limited to: 1) freedom from personal abuse and threats of violence, 2) access to all College services and opportunities, and 3) a supportive living environment that enables all to participate fully in the life of the College. As members of a diverse academic community dedicated to open and free inquiry, we also emphasize every member of our community's right to 1) express themselves freely, unless harassing or causing a hostile environment, subject only to the conversation that may ensue, 2) organize their personal lives as they choose, and 3) act according to their own vision for success, as long as it does not violate responsibilities to others or the College and its environment. The College responds to alleged violations of our community standards through the student conduct process, which is administered by the Associate Director of Residence Life (ADRL). What follows is a list of the kinds of conduct that the College considers to be contrary to our standards. Any students believed to have violated these standards will be referred to the Associate Director of Residence Life (ADRL), who is the Senior Hearing Officer of the College. Students who are thusly referred are expected to cooperate with all inquiries and to take any sanctions seriously. Failure to do so could result in even more severe sanctions.

See also the *Residence Hall Policies*, *Fire Safety Policies*, and the *Student Handbook* for other standards that could result in violations. Any violation(s), or attempted violation(s), may be referred for consideration under the Student Code of Conduct. Repeat or multiple violations may result in more serious consideration. Additionally, these standards will be applied in circumstances where attempted violations have taken place.

Violations Involving Alcohol

Members of the Lake Forest College community are expected to abide by all laws regarding the possession, distribution, and/or use of alcohol on campus or at College-sponsored events. We expect students to make choices regarding alcohol in a manner that supports our values of responsible citizenship and mutual respect. For the complete campus alcohol policy, please see page 66.

Residence Halls

In rooms or apartments where all residents are under the age of 21:

- Alcohol is not permitted.
- Collections of containers that contain or previously contained alcohol are prohibited.

In rooms or apartments where at least one roommate is 21 or older:

- Alcoholic beverages may only be consumed by residents and their guests who are 21 years of age or older, in the privacy of their room or apartment with the door closed and in an atmosphere which does not foster excessive consumption or create significant noise or other disturbances.
- Collections of containers that contain or previously contained alcohol are prohibited.
- Excessive amounts of alcohol (as determined by college staff) are expressly prohibited. This includes, but is not limited to, kegs of beer.

Additional individual violations involving alcohol include, but are not limited to:

- Possession and/or consumption of alcohol in open container(s) in public areas (such as lounges, balconies, outdoor quad areas, etc).

Community – The College acknowledges that some alcohol related behaviors and choices are more hazardous than others and could result in more significant harm to individuals and/or the community. The possibility of greater harm may also require a higher level of assistance from staff, such as Public Safety and Residence Life. As a result, violations of these standards require greater consideration. These violations include but are not limited to:

abuse (when a student drinking, intoxication, and/or other alcohol related behavior requires significant staff intervention, medical attention, and/or transport/admission to the hospital. Abuse can be demonstrated by a one-time incident or a series of events);

common container and/or excessive amounts (when a student possesses, uses, purchases, distributes, and/or consumes alcohol from containers such as but not limited to kegs, punch bowls, or garbage cans; and/or when a student possesses an excessive amount of alcohol as determined by College staff. Use of such containers and/or excessive amounts is frequently associated with attempts to consume large amounts of alcohol in a short period of time or to provide alcohol to many people.);

providing to/purchasing alcohol for underage persons (when a student who is 21 years of age or older assists an underage person in possessing alcohol);

drinking games (when a student participates in a game/activity where drinking alcohol is a component. This can include but not be limited to beer-die, beer-pong, century-club, etc.);

paraphernalia (when a student possesses, or uses items demonstrated to enhance and/or speed the consumption of alcohol or designed to provide alcohol to many people. This includes but is not limited to beer bong, kegerators, drinking game paraphernalia);

public intoxication (when a student is found to be under the influence of alcohol or any other substance in a public area. This may be further demonstrated by intoxication and/or impairment that can lead to the injury of the student and/or a by-stander); and/or

Violations Involving Drugs

Members of the Lake Forest College community are expected to abide by all laws regarding the possession, distribution, and/or use of drugs. This includes illegal drugs and the improper/unauthorized use of prescription medication. For more information about the campus' Drug Free Policy, please see page 69.

Individual – Individuals who choose to use drugs are taking a significant risk, one that can quickly escalate to affect their community. As such, the College prohibits violations such as but not limited to:

use/possession (when a student possesses and/or uses illegal drugs, drugs that are not legally prescribed to him or her, and/or uses prescription drugs in excess or in a manner otherwise inconsistent with the prescription) and/or

paraphernalia (when a student possesses items that have been used to store and/or consume illegal drugs such as pipes, bong, one-hitters, grinders, baggies with residue etc.).

Community – As indicated above, drugs are often hazardous and could result in significant harm to individuals. In circumstances where information may indicate an effort(s) to provide drugs to the community, such a possibility requires a distinct level of attention from staff, such as Public Safety and Residence Life or even off-campus resources such as the Lake Forest Police Department. As a result, violations of these standards require greater consideration. These violations include but are not limited to:

manufacture (when a student is found to have manufactured and/or attempted to manufacture illegal drugs or controlled substances. Furthermore, students in possession of items found to be used for manufacturing drugs such as plant lamps, chemicals, etc., may also be considered) and/or

distribution (when a student is found to have distributed, attempted to distribute and/or intends to distribute illegal drugs or drugs not legally prescribed to him or her. Distribution applies regardless of whether or not money and/or other considerations are exchanged. Furthermore, students in possession of large quantities of drugs and/or articles found to be used for distribution such as scales, baggies, etc., may also be considered).

Violations Against Property

Students are expected to treat the property of the community (e.g., buildings/facilities,

grounds, College property, individual's property) with respect and care. Any actions that result in the damage, destruction, theft, and/or other such loss of property of any member of the community are prohibited. Whether the damage was intended or accidental, all members of the community bear a responsibility for the care and upkeep of the campus environment. When a student steps forward to take responsibility in the event of an accidental damage, it reflects positively. Similarly, when students fail to hold themselves accountable it reflects poorly. The College will determine severity of violations against property. Examples include but are not limited to:

Unauthorized entry or use of property/services

Students are prohibited from entering any residence hall room, college office, or college-owned space without authorization. Students are also prohibited from attempting to and/or successfully possessing property that does not belong to them. Malicious or purposeful acts of destruction may receive special consideration for their harm to the community. Furthermore, student behavior under this description can include but not be limited to entering the Dining Hall without paying, entering a public restroom that is restricted for use by the opposite sex or specific residents, allowing another student to use one's own ID, using another student's computer without permission, unauthorized possession of a master key, failing to pay for services rendered, and/or otherwise using property or services without permission or in a manner not intended.

Damage to Property

It is prohibited for students to cause damage to property that does not belong to them, regardless of how large or small the damage may be. Additionally, careless or reckless acts that result in damage may also be considered a violation. Students are expected to notify College staff if they become aware of damage and/or maintenance concerns.

Violations Against Persons

The College strives to provide a campus community that is safe for all students, faculty, staff, and guests. Every effort should be made to assure that your behavior does not place you or anyone else in jeopardy, or cause others to feel that their safety is threatened. By establishing the following community standards, the College seeks to create a campus environment that is as safe as possible. The College will determine the severity of violations against persons. Examples include but are not limited to:

Verbal or other non-physical acts

The College recognizes that people can be harmed just as seriously by behavior that does not cause physical wounds but can result in mental/emotional distress. To that end students are prohibited from acting in any manner that causes another reasonable person to feel threatened, intimidated, and/or abused. Such conduct can be demonstrated in a single incident and/or repeated behavior.

Students are expected to treat each other with respect, even in circumstances where there may be significant differences of opinion or values. As such, students are prohibited from any conduct that is indicated as unwelcome, causes disruption, and/or otherwise deprives someone of equal access to the educational benefits, opportunities, and/or services of the College. Such behavior can be demonstrated by but not limited to acts occurring face-to-face, via computer systems (e.g., email, social media), and/or via cell/telephone (e.g., voicemails, text messages). Whenever students feel they are being abused, they are encouraged to (1) communicate clearly to the person(s) that they want the behavior to stop and/or (2) contact staff to get support and/or file a complaint.

Physical acts

Any behavior that results in the injury and/or possible risk of injury to any individual(s), including oneself, is prohibited. Such behavior includes but is not limited to hitting, pushing, and throwing objects from a balcony or window. Furthermore, students may not interfere with others' legitimate movement and access to campus resources. Regardless of the severity of any injury and/or intention to cause harm, behavior of this nature affecting a member of our community will always be treated seriously.

Hazing

Due to its special relevance to college students, hazing is differentiated from other descriptions of violations against persons. A student is responsible for Hazing when he or she takes any action and/or creates a situation on or off College premises which may produce mental or physical harm, discomfort, harassment, embarrassment, ridicule, or abuse as part of any activity and/or event related to membership and/or participation in an organization. Organizations are defined as including but not limited to any recognized campus group such as an athletic team, Greek letter organization, service group, and/or special interest group. Making the activity "voluntary" does not override the possibility that it may constitute hazing. Furthermore, hazing will still exist even if the participant(s) "consent" to the activity. The drive and pressure to be considered part of the team or group can encourage students to place themselves at risk despite hesitation they may have about their personal safety. Such activities and situations that may constitute hazing include, but are not limited to, paddling in any form, causing excessive fatigue, administering physical or psychological shocks, engaging in humiliating games and activities, forced servitude (such as doing someone else's laundry, carrying their books, cleaning their room), engaging in late work sessions that interfere with academic goals, coerced drinking/eating, and/or any other activities that are not consistent with the mission of the College (please refer to the [Policies and Procedures – Non-Academic](#) section of this document for additional information).

Sexual Misconduct

Allegations of Sexual Misconduct are processed through the College's "*Policy and Procedures for Sexual Misconduct Complaints*". This Policy can be found [at the end of this section](#) or in the Student Handbook online.

Violations of Integrity & Community Responsibility

Students are members of the Lake Forest College community and are expected to be honest and responsible in their conduct. It is essential for our community to function that all our member's act in a manner that does not interfere with the rights and/or safety of other students. This includes but is not be limited to:

Dishonesty

- Misrepresentation and/or falsification of materials such as fabrication or alteration of documents, records, and/or identification.
- Attempting and/or actually possessing and/or using, through any means, information, records in a fraudulent and/or deceptive manner. This includes but is not limited to impersonating a College Official, misrepresenting or acting on behalf of another person, group, and/or the College without authorization or prior consent.

Disruption & Noise

- Any behavior that infringes on the rights of others to access College facilities/services and/or disrupts the legitimate activities of the College.
- When a student disrupts the College community with excessive noise.

Complicity

Students who are present during and/or associated with a violation of community standards are expected to act in response to such matters. Their behavior should be such that it does not constitute permission or condone the violation. Students who find themselves in such circumstances should remove themselves from the situation, confront the behavior and attempt to end the violation(s), or follow-up with the other student(s) at a more appropriate time, and/or contact appropriate staff to respond.

Students are not expected to intervene in any situation that may be unsafe for them to get involved. In situations where concerns about health and/or safety seem apparent, please contact Public Safety or other College staff to intervene. Students are reminded that they can request to remain anonymous if calling Public Safety to report a concern and there is an anonymous reporting form they can complete through Public Safety as well, should they not wish to be identified. Students should also inform themselves about the College's Emergency Amnesty policy found in the *Student Handbook*, which encourages students to come forward to report and get assistance for situations where health and safety are at risk.

Improper Hosting/Guests

Students are responsible for the actions and behavior of their guests. Guests can include Lake Forest College students who are present in a student room as well as non-student visitors. Students are required to register all guests and their vehicles as soon as they arrive on campus using an online form on my.lakeforest.edu student tab. Students are also expected to remain with their guests at all times while the guest is on campus. Students may be held responsible when a student's guest(s) violates community standards, and/or when she or he hosts an event at which guests violate community standards. Students may also be responsible for parking tickets issued to a guest's vehicle

Cooperation with Community Standards

It is important that College staff be able to maintain order and address problematic situations with the cooperation of any student(s) present. This can include but not be limited to:

- failure to carry and/or present ID. All students are expected to carry their student ID at all times and present it upon request from any College Official. Guests must also be able to present some form of identification when requested. Guest ID cards are available at the Department of Public Safety or from an RA.
- failure to comply with a reasonable request of a College official acting in performance of her or his duties. This can include failing to vacate the area during an emergency, disregarding a direction to quiet down, not completing sanction(s) for a violation of community standards, fleeing after receiving a verbal and/or physical order to stop or remain in a certain location.
- providing false and/or misleading information, including false identification.

Violations Involving Weapons or Hazardous Materials

Lake Forest College is committed to providing a safe environment for work and study. Violent behavior and threats of violence are strictly prohibited on College property. The possession or use of weapons of any kind, including firearms and explosives, is also expressly prohibited in College-related activities or on College property, except that an Illinois Concealed Carry Licensee who has a concealed firearm inside his or her vehicle shall be permitted to keep the firearm inside the vehicle and park the vehicle in a Lake Forest College parking lot. A licensee may keep the firearm, or ammunition, concealed in a case within a locked vehicle or in a locked container out of plain view within the vehicle while it is parked in a College owned parking lot. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box, shipping box or other container. A licensee may carry a concealed firearm in the immediate area surrounding the vehicle solely in order to store the firearm within the trunk or retrieve it from the trunk, as long as the firearm is unloaded before it is carried outside the vehicle.

As any object has the potential to become a weapon, the College reserves the right to define a "weapon" based on its potential for damage or threat. Replicas and facsimiles of weapons are similarly prohibited. Any weapons found in violation of this policy may be immediately confiscated. In addition, any claims that an individual possesses a weapon or explosive will be responded to as an actual threat, whether or not evidence of said weapon or explosive exists. This prohibition applies to all students, faculty, staff, independent contractors, and visitors. Violators of any part of this policy will be subject to disciplinary action that may include immediate removal from the campus or sanctions including dismissal from the College. When warranted, violations will be referred to local law enforcement officials.

Other than for educational and College-approved purposes, Lake Forest College community members may not possess or use materials and articles that can create hazardous conditions on College property. Removal of laboratory chemicals or hazardous materials from academic buildings must be intended for academic purposes and endorsed by a faculty member in writing. College Public Safety personnel and health safety staff will determine what materials and situations constitute hazardous conditions. This prohibition applies to all students, employees, independent contractors, and visitors. Any hazardous materials found may be immediately confiscated. Violators of any part of this policy will be subject to disciplinary action, which may include immediate removal from the premises or dismissal from the College.

Violations of Rules, Policies, or Procedures

Students are also expected to be familiar with and abide by all residence hall, health and safety, academic, and other College policies. Residence hall standards apply to any student who is present in a College residential facility, not just on-campus residents. Information about residence hall policies can be found elsewhere in the Student Handbook.

Violations of State, Federal, and/or Local Laws

Students are expected to adhere to state, federal, and local laws, both on and off campus.

- It is important to note that state law prohibits smoking in all facilities and buildings and in all outdoor dining areas. Anyone who wishes to smoke must do so outside, in designated smoking areas, at least 25 feet from the entrance of any building/facility.

Violations That Adversely Affect the College's Community Interest

Actions that violate the laws or policies outlined in the Code of Conduct and/or which substantially affect the interest of the College even if such actions do not occur on College property or at College-sponsored events.

Sanctions

It is the goal of the conduct process to teach not only why a certain behavior is unacceptable but also to prevent its recurrence and to repair any damage done. The following sanctions may be exercised when students or groups have been found in violation of community standards. The list is not inclusive or complete, and other sanctions may be imposed at the discretion of the appropriate hearing officer or the hearing Board.

NOTE: REPEAT AND ADDITIONAL VIOLATIONS WILL RESULT IN MORE SEVERE SANCTIONS.

Warning: an official written notification that the student's behavior is in violation of community standards and a clarification of the behavior expected in the future.

Educational Project: an educational assignment, e.g., a research paper, personal journal, policy review, attendance at an educational program, or on-line course.

Behavioral Agreement: an agreement developed by the student and the hearing officer or Conduct Board that specifically outlines how the student will alter his or her behavior to maximize personal responsibility and awareness of community standards.

Fine/Restitution: financial or other types of restitution, which seek to give back to the community what has been lost, removed, or damaged and/or to deter a recurrence of the behavior.

No Contact Order: a requirement that the student have no contact with another member of the College community.

Counseling Evaluation: at least two meetings with a campus counselor; students who receive this sanction are expected to follow the recommendations made by the counselor.

Disciplinary Probation: probation in which the student may continue enrollment and/or residence on campus only under conditions established by the hearing officer or Conduct Board. Disciplinary probation may disqualify students from participating in off-campus programs, athletics, or other privileges of college life. While a student is on disciplinary probation, any further violation of College policies will result in stricter sanctioning, which may include loss of privileges, suspension, or dismissal. Advisors will be notified when a student receives this sanction. Parents of dependent students may be notified when a student receives this sanction.

Loss of Privileges: includes, but is not limited to: prohibition from activities, areas on campus, or events for a specified period, loss of social, co-curricular, or academic privileges, or campus housing. Advisors will be notified when a student receives this sanction. Parents of dependent students may be notified when a student receives this sanction.

Residence Hall Contract Termination: Residence Hall contract termination will result in the immediate removal of the student from residence halls, forfeiture of fees and loss of visitation privileges in the residence halls. In addition, this action will affect a student's future housing contract status with the Department of Residence Life. A signed contract for future terms will be rescinded and a refusal to accept any future housing contract for a designated time period will be imposed. Parents of dependent students may be notified

when a student receives this sanction.

Suspension*: involuntary separation from the College for a specified time or until conditions are met. Suspension shall be noted on the student's transcript. Asterisks shall be recorded where grades would otherwise be recorded. No refunds are available to students who are suspended. Students who are suspended may apply for re-admission to the College after the designated suspension period. Advisors will be notified when a student receives this sanction. Parents of dependent students may be notified when a student receives this sanction.

*Students on financial aid who are suspended should note that they are ineligible for aid reconsideration until after they have made up for credits lost. Eligibility would then be dependent on the availability of aid and applicant need.

Dismissal: permanent involuntary separation from the College with no option for re-admission. Dismissal shall have the same consequences on the transcript as suspension. No refunds are available to students who are dismissed. Advisors will be notified when a student receives this sanction. Parents of dependent students may be notified when a student receives this sanction.

Regardless of the sanctions, parents of dependent students may be informed when their son or daughter is found responsible for destructive or violent behavior toward persons or property, or when found responsible for other serious or recurring violations.

Students are not permitted to withdraw from the College in order to avoid the recording of a conduct sanction. No refunds are available to students who are removed from College housing, suspended, or dismissed. Students must clear financial obligations with the Business Office before transcripts will be released. Students who are suspended must apply for re-admission to the College, which is not guaranteed.

Appeals

The Right to Appeal

Any respondent may appeal the outcome of any administrative or Conduct Board hearing. Appeals should be directed as follows:

If the initial decision was made by:

- Residence Life staff
- ADRL
- Conduct or Community Review Board
- Director of Residence Life
- Anyone, with a sanction of suspension
- Anyone, with a sanction of dismissal¹

Appeals should go to:

Director of Residence Life
Director of Residence Life
Director of Residence Life
Dean of Students
Dean of Students
President of the College

A student who wishes to appeal a decision after failing to comply with the instructions on a NOAV cannot be prevented from doing so. Such students, however, have the heavy burden of explaining why their appeals should be considered given their failure to comply with the instructions on the Notice.

Grounds for Appeal

¹Dismissal is suspension with no option for readmission.

An appeal is intended to provide the student receiving the sanction an opportunity to point out any previously overlooked information or exceptional or unfair circumstances pertinent to the situation. It is neither a rehearing nor necessarily a review of the events presented at the original disciplinary hearing. The grounds on which an appeal can be made are:

1. to review the sanction in order to determine whether it was appropriate;
2. there is new information that was not available at the original hearing that could have affected the outcome;
3. the investigation or decision exhibited prejudice or other unfair treatment; or,
4. the College's stated procedures were not followed.

Process of Appeal

An appeal must be made in writing within five business days of the date of the original disciplinary decision. This letter will be the formal basis of appeal. The letter should state the grounds on which the appeal is based and what the student believes supports an appeal on those grounds. At the discretion of the appeals officer, the student may be requested to present his or her case in person. For appeals of Conduct Board decisions, the appeal officer may review some or all of the audio tape of the original hearing before deciding on an appeal or consult with one or more members who made up the original Conduct Board.

Effect of Appeal

The student will receive a written decision on the appeal as soon as possible after receipt of the letter of appeal, but no later than 10 business days, barring exceptional circumstances. At the discretion of the appeals officer, some or all of the sanctions may be suspended until the response to the appeal is made.

Disciplinary Records

Student disciplinary files are maintained in the Office of Student Affairs for seven years from the date the student separates from the college, except in the case of suspension or dismissal. Records of suspension and/or dismissal are considered part of the student's permanent record and are noted on the academic transcript.

Student disciplinary files are confidential and are not disclosed outside of the college, except: in accordance with the Victim Notification policy (see page 51) when the student requests that this information be included on an Approved Program Leave application; when the student submits a signed Authorization to Release Information form to the Dean of Students office; in cases involving drugs and/or alcohol in which the student is under 21 years of age, then the parents may be notified; when proof of dependent status, as defined by the IRS, is provided, then the parents may receive information.

End of Term and Summer Procedure

Violations of College policies that occur between the last day of classes of one term semester (Fall/Spring) through the first day of classes of the next semester (Fall/Spring) shall be adjudicated by the Senior Hearing Officer. If the ADRL determines that the case is best heard by a Board, the ADRL will convene a special committee, consisting of two students and three members of the faculty or staff, which will be appointed by the ADRL.

Student Organizations and Conduct

A student organization may be disciplined for a violation of community standards by an individual, whether or not the individual is a member of the organization, if the organization, or a substantial segment of it, authorizes, directs, or encourages the violation, or with

reckless indifference does not make reasonable use of the organization's own influence and authority to prevent it.

Student organizations that violate community standards are bound to the same conduct procedures as individual students. Sanctions applied to a student organization may include but are not limited to loss of privileges, loss of funding, probation, suspension, and dismissal (revocation of recognition).

Violations Between Academic Sessions

Community standards apply during recess periods and/or while classes are not in session. Students are expected to uphold community standards while they are enrolled at the College, including between academic sessions.

CAMPUS INVOLVEMENT

Student Government

The first Lake Forest College student body self-governing organization was the Student Council, which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from the Student Association and Student Congress of the 1930s to the Community Government Association (CGA) of the 1960s. The current Student Government, established in 1972 and revised in 2008, is composed of the Student Senate and its subcommittees and the Executive Board consisting of: the President, Vice President, Treasurer, Secretary, and Programming Board President. Student members of other College governance committees also play an active role in Student Government. In addition, campus organizations are supported by Student Government.

The Student Government Office is located in Stuart Commons and is open during regularly scheduled office hours, Monday through Friday. Everyone is encouraged and welcome to stop by. Address any correspondence to Student Government or call 847-735-5212.

Elections and Appointments

Student Government Executive Board officers are elected at the end of the fall semester to serve a calendar year term. Student Government Senators are elected at the start of the fall semester to serve an academic year term. Only full-time Lake Forest College students who have completed two semester at Lake Forest College are eligible to run for Executive Board positions, any full-time Lake Forest College student is eligible to run for a Senator positions. All candidates for Student Government positions must have a cumulative 2.5 GPA the semester prior to their election. Additionally, any student wishing to be on the ballot for elections to campus governance committees must meet this GPA requirement. Election policies and procedures are outlined in the Student Government Constitution and Bylaws which are available at the Student Government page at www.lakeforest.edu/myinvolvement or from the Secretary of Student Government.

Meetings and Minutes

Student Government Senate meetings are open to all students. Minutes from the meetings are posted at the Student Government page at www.lakeforest.edu/myinvolvement and on the Student Government bulletin board in Stuart Commons. Anyone interested in receiving minutes for any of the College Governance committees should contact the Secretary of Student Government.

Activity Fee Funding and Guidelines

The activity fee is determined by the administration of the College in consultation with Student Government and is collected by the administration as a part of the general fee structure of the College; failure to pay the fee results in a suspension of the student's registration at the College. The College allocates the fee to Student Government once a year. Recommendations for the disbursement of these funds are made by Student Government, and the Dean of Students must approve the budget before any expenditure may be made. The administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced. The administration also reserves the right to revise the fee or to cancel it entirely for a given year if it is determined that established priorities are not being met and/or procedures are being violated, or if it is in the best interest of the College. A review may be held at any time at the request of either Student Government or the administration and will be held each year no later than February (prior to the determination of the College's budget); such reviews are to be undertaken by the College Life Committee, which shall report its findings to the Dean of Students.

Priorities

The Activity Fee shall be distributed in recognition of the following priorities:

- a. Maintenance of a representative Student Government;
- b. Encouragement of responsible Student Government through procedures that recognize and reflect individual expressions of funding priorities;
- c. Maintenance of an effective, community-wide communication system on campus (for example, *The Stentor*, WMXM);
- d. Support of a comprehensive program of community-wide cultural activities;
- e. Encouragement and support of a residence hall program;
- f. Encouragement and support of subgroups within the total community that contribute to the strength and diversity of the entire community.

Policies and Procedures

- a. The budget of the Student Government shall be set semi-annually by the Student Government Executive Board in the Spring and Fall semester of each year.
- b. All accounts of Student Government will be maintained within the College's accounting system and will be subject to semiannual review by the College's Business Office. Student organizations are not authorized to open bank accounts with the name —Lake Forest College in the account title.
- c. All programs, events, publications, etc., supported by the Activity Fee shall be open equally to all members of the College community.
- d. All expenditures must be in compliance with civil law and College rules.
- e. Neither Student Government nor organizations granted —economic autonomy may engage in deficit spending.
- f. No Activity Fee funds may be used to purchase alcoholic beverages.
- g. Additional funding requirements and restrictions are outlined in the Student Government Bylaws, available on the Student Government page at www.lakeforest.edu/myinvolvement or from the Student Government Secretary.

Students and the Board of Trustees

Ultimate responsibility for running Lake Forest College rests with the Board of Trustees, whose members serve voluntarily. Through standing committees and task forces, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, the Student Government President and Vice President, serve as ex officio members on the full Board, but do not vote. The standing committees of the Board of Trustees on which students serve are composed as follows:

- students recommended to the President at the beginning of the school year by the Executive Board of Student Government,
- one alumni representative from the Alumni Board,
- one or more faculty members appointed by the President,
- an officer or staff assistant of the College appointed by the President to serve as ex officio Secretary of the committees, and
- Trustees appointed by the Chairperson of the Board of Trustees.

The committees with student membership and their functions are outlined below.

Academic Affairs Committee - recommends educational policies, faculty appointments, and promotions. It also monitors faculty personnel policies and procedures.

Admissions Committee - recommends enrollment and financial aid strategies that attract and retain students. Provides leadership directed toward advancing the overall growth and

reputation of the College, and deals with marketing and branding initiatives designed to enhance market position.

Athletics Committee - establishes College policies concerning intercollegiate athletics, evaluates program objectives, personnel, and facility needs of the Athletic Department.

Budget and Audit Committee - recommends fiscal policy and selection of auditors. It deals with the College budget, considers and makes all forms of insurance and personnel benefits (except as provided elsewhere), and reviews the adherence to the College's conflict of interest policy. The committee also monitors the Admissions and Financial Aid practices of the College and shall be concerned with student retention matters.

Post-Graduate Outcomes Committee - provides guidance, strategies and recommendations regarding career preparation, development and post-graduate outcomes. Focuses on strengthening institutional support and trustee expertise for the benefit of students and alumni.

Property and Operations Committee - recommends policies for the administration of support operations and of all campus grounds and buildings.

Student Affairs Committee - makes recommendations to the full Board of Trustees on policy in all matters pertaining to student life and welfare.

The full Board holds at least four regular annual meetings. Standing committees usually meet just prior to each full Board meeting, although some, such as the Budget and Audit Committee, meet more often.

Student members are links between the student body and the Board; it is their responsibility to keep each group advised of the other group's policies, problems, and viewpoints.

Residence Hall Programs and Activities

The Residence Life staff, as well as the Gates Center, the Office of Intercultural Relations, and many student organizations offer many opportunities for students to participate in leadership, service learning, and governance across campus. The Residence Life staff offers programs and activities that address the needs of each residence hall community. Residents are encouraged to take an active interest in the community life of their residence halls by assisting Resident Advisors (RAs) in planning community-wide activities.

Student Organizations

There are more than fifty student organizations at Lake Forest College that students can join. From cultural and ethnic organizations to performing arts and media, academically focused, political or service related to special interest groups and hobby related clubs, there is an organization for everyone. Information about student organizations can be found by attending the Forester Fair each semester or by visiting my.involvement at www.lakeforest.edu/myinvolvement. Additional information can also be found at the Gates Center.

If you're interested in starting a new student organization, contact the Gates Center. The process is fairly simple and you can gain official recognition and have access to club funding within one semester.

All student organization officers receive a student organization handbook that outlines policies, procedures, and expectations for student organizations. Failure to comply with the policies and procedures outlined in the student organization handbook can result in loss of recognition.

Additionally, failure to complete the annual student organization review process will result in loss of recognition.

All student organizations are required to have a faculty/staff advisor. All student organization advisors receive an advisor's handbook outlining their role as a student organization advisor.

For additional information regarding student organizations, including a current list of active organizations, contact the Gates Center at x5210.

Fraternities and Sororities

In addition to the policies and procedures for all student organizations, the following policies and procedures apply to fraternities and sororities.

Every Greek letter organization must complete two on-campus (with 75% of membership participating) and two off-campus (with 50% of membership participating) service activities each semester.

A minimum cumulative grade point average of 2.5/4.0 is required for participation in a Fraternity or Sorority at Lake Forest College. The Gates Center will verify grades for all Fraternity and Sorority members each semester and will notify students who have fallen under the minimum standard. One designated member of the chapter's executive council will be notified of all members who have fallen beneath the minimum standard. Chapters are expected to provide academic support to members and follow their inter/national academic probation policy.

All Fraternities and Sororities are required to abide by the Anti-Hazing policy outlined in the Lake Forest College Fraternity and Sorority Handbook.

New Member Recruitment:

Recruitment practices for fraternities and sororities at Lake Forest College must follow the guidelines listed below.

- There is to be no alcohol present at any recruitment event.
- No recruitment events may occur off campus without written approval from the Gates Center.
- An outline of all recruitment activities must be submitted to the Gates Center 2 weeks prior to the first scheduled event.
- Recruitment events must be open to any interested, full time student.
- Invitations to membership may not be extended prior to authorization from the Gates Center.

Recruitment of Upperclassmen and Transfer Students:

- Recruitment of upperclassmen and transfer students will take place during the Fall semester.
- No upperclassmen may be invited to join a Greek-letter organization without first achieving a minimum cumulative GPA of 2.5/4.0.
- Transfer students must provide a copy of their transcript showing a 3.0/4.0 scale to be eligible to participate in fall recruitment activities.

Recruitment of First Year Students:

- Recruitment of first year students will take place during the Spring semester.
- No first year student may be invited to join a Greek-letter organization without first achieving a minimum cumulative GPA of 2.5/4.0.

Recruitment of new members into an organization not eligible to have new members due to suspension or withdrawal of recognition is prohibited. Operation of "underground" organizations is also prohibited. Individuals found to be operating and/or recruiting new members into these groups will be found in violation and subject to the student conduct process as outlined in this document.

New Member Education:

- All new members are required to participate in the new member education session held by the Gates Center.
- Chapters are required to follow the Guidelines for New Member Programs outlined in the Lake Forest College Fraternity and Sorority Handbook.

Chapter auxiliary groups (i.e. "sister" or "brother" groups) or other student organization equivalents are prohibited.

Fraternities and Sororities are expected to work within the procedural frameworks of both Lake Forest College and their inter/national organization. In the event of a discrepancy in policy or procedure, groups are expected to adhere to the more stringent policy.

Expansion/Extension Process

Students wishing to (re)colonize a chapter of an inter/national men's or women's fraternity or sorority should write a letter of intent highlighting the specific group they wish to bring to Lake Forest College; the inter/national organization's website address; any local alumni(ae) with who they have made contact; and the names of at least five current Lake Forest College students who are interested in being a part of the organization. One student should be identified as the main contact person regarding the recognition of the organization. All interested students must meet Fraternity/Sorority standards for Initiation and be eligible and plan to return to Lake Forest College the following year. Additionally, the letter should explain how this organization will benefit the Lake Forest College community, specifically the Fraternity/Sorority community, and why Lake Forest College is ready for expansion to this particular group.

Inter/national organizations wishing to colonize at Lake Forest College must first contact the Program Director of the Gates Center with a letter of intent on official organization letterhead. The letter should include the inter/national organization's website address and names and contact information for local alumni(ae) who are supportive of starting a chapter at Lake Forest College. Additionally, this letter should explain how this organization will benefit the Lake Forest College community, specifically the Fraternity/Sorority community, and why the organization is interested in starting a chapter at Lake Forest College.

All Greek-letter organizations seeking recognition at Lake Forest College must:

1. Have the ability to acquire a \$1 million dollar insurance policy;
2. Agree to abide by all Lake Forest College policies and procedures;
3. Be, or aim to be, an affiliate chapter of an inter/national organization, which holds membership in a national Greek governance council or has ten or more chapters in North America.

Additional information regarding extension/expansion of Greek letter organizations can be found in the complete Lake Forest College Fraternity and Sorority Expansion/Extension Guidelines, available from the Gates Center.

POLICIES AND PROCEDURES – NON-ACADEMIC

All Lake Forest College students are expected to check their campus mailbox, their lakeforest.edu email account, *and* the My.LakeForest intranet portal on a regular basis. Failure to regularly check any of these important sites of campus communication is not a valid reason for being unaware of College policies or procedures, or of one's academic, financial, immigration, immunization, or conduct status at the College.

Alcohol Policy

The Lake Forest College policy on alcohol and other drugs exists within the context of local, state, and federal laws. These laws require that persons be 21 years of age or older to purchase, possess, or consume alcoholic beverages. In addition, individuals who misrepresent their age in order to purchase alcoholic beverages, or who sell or give alcoholic beverages to underage persons, are in violation of Illinois law. The College expects students to conform to these laws and to recognize that the campus is not exempt from the laws of the State of Illinois. This policy reflects not only the law but also larger issues stemming from the use and abuse of alcohol in the national culture.

1. Responsible Use of Alcohol

a. Individuals: The unlawful possession, use, and/or distribution of alcohol is prohibited on College property or as part of any College activities. Persons under 21 years of age are prohibited from consuming or possessing alcoholic beverages. Persons 21 years of age or older may drink alcoholic beverages only in their private rooms or at registered events in accordance with the provisions below. Public intoxication is inconsistent with the educational purposes of the College and is therefore considered a violation of our community standards.

b. Organizations: No student organization may serve liquor at any on campus event. Student organizations that wish to serve beer and wine at any campus location other than the Mohr Student Center are required to make arrangements with Aramark Dining Services to serve at their event. Organizations sponsoring events at which beer and wine are served are responsible for monitoring their guests and assuring that they do not abuse alcohol. Further, they must adhere to all policies pertaining to the consumption of beer and wine as outlined in the social event checklist available at the Gates Center. If organizations that sponsor social events with beer and wine fail to exercise such responsibility they will be referred to the College's conduct system, which may result in sanctions.

c. General restrictions: No kegs, party balls, or bulk containers of any kind are permitted anywhere on campus, with the exception of kegs provided by an approved third-party vendor at registered events. No drinking games of any sort are permitted on campus. No paraphernalia connected with drinking games—for example, beer bongs, funnels, or beer die tables—are permitted on campus. Any item of such paraphernalia found by campus officials will be confiscated and disposed of following the resolution of any conduct matters involving the item.

2. Locations Where Consumption of Alcohol by Students Is Permitted

Consumption of alcoholic beverages by students over the age of 21 is permitted in the Mohr Student Center when provided by Aramark Dining Services, in private rooms, by individuals age 21 and over, where at least one resident of the room is over 21, in the Alumni Memorial Field House (the Ice Rink), the Sports and Recreation Center, in Stuart Commons, and in Glen Rowan House, as specified below. Alcohol may not be consumed at outdoor events,

with the exception of tailgating. Alcohol may not be consumed in a room where all residents are under the age of 21.

a. Private Rooms

Students are responsible for their own conduct and that of their guests in private rooms. Students and their guests must be over the age of 21 to consume alcohol within private rooms. Alcohol is not permitted in rooms where all residents are under the age of 21. Room doors must be shut at all times when alcohol is being consumed. The occupants of the room and their guests will be subject to disciplinary action for excessive noise or overcrowding, as well as for any violations of this policy.

Balconies may not be used as an extension of a student's room for the purpose of hosting a private room party. A Public Safety officer or a member of the Residence Life staff will close private parties that spill onto balconies and document the incident for referral to the conduct process.

b. Ice Rink/Sports & Recreation Center

With the approval of the Athletic Director, the Ice Rink or Sports & Recreation Center may be used twice during the Spring semester for all-campus functions with beer and wine only. Only students with Lake Forest College IDs may attend, unless the administration has specifically approved attendance by guests. Only students 21 years of age or older may be served alcoholic beverages, consistent with this policy, and they must be given bracelets to indicate that they are of legal drinking age. No alcoholic beverages other than beer and wine may be served.

c. Stuart Commons

Rooms in Stuart Commons may be reserved for all-campus functions with alcohol through the Gates Center. Only students with Lake Forest College IDs may attend, unless the Administration has specifically approved attendance by guests. Any students 21 years of age or older must be given a wristband. No alcoholic beverages other than beer and wine may be served, and all service must be through Aramark Dining Services.

3. Senior Cocktail and Senior Party

The senior class may have one on-campus Senior Cocktail party and one on-campus Senior Party each year. Students may bring one registered guest to the Senior Party. No guests are permitted at the Senior Cocktail party. Beer and wine may be served at both parties; no liquor may be served. There is a three-drink limit at the on-campus Senior Cocktail and a four drink limit at the on-campus Senior Party. Seniors and their registered guests must be over the age of 21 to consume alcohol at the Senior Cocktail and Senior Party.

4. Athletics: Varsity, Junior Varsity, Intramural, and Club Sports

Alcohol is not permitted at any College-sponsored athletic event. Alcohol is therefore prohibited in locker rooms, in vehicles traveling to and from games, in hotels, and at team meals. Any student found in violation of this policy will be subject to sanctions as determined by the Athletic Department; such discipline can be no less than suspension from participating in the next game or contest and may result in suspension for an entire season.

All students must present their Lake Forest College ID and a state-issued photo ID to attend any event at which alcoholic beverages are served. In the case where the administration has specifically approved attendance by guests, non-students must present a Lake Forest

College guest pass and a state-issued photo ID to attend. Students and their guests who are 21 years of age or older must be given a bracelet or have their hands stamped to indicate that they are of legal drinking age.

Violations of these policies, as well as disorderly or destructive conduct associated with drinking, are considered serious offenses and will be referred to the College's conduct system for possible disciplinary action, including suspension or dismissal from the College.

5. Mohr Student Center

During specific hours, beer and wine products are served in the Mohr Student Center. Legal- aged students are expected to drink responsibly; those who do not may lose their privileges to visit the space when beer and wine is being served. In recognition of our responsibilities to both the City of Lake Forest and the State of Illinois, who granted the College the licenses that make beer and wine service possible, the College expects students to adhere to the following policies and procedures:

- Only members of the Lake Forest College community and their registered guests who are 18 and older may enter the main floor of the Mohr Student Center during hours when beer and wine is being served.
- All patrons will be required to show proof of identification when entering and whenever asked by Mohr Student Center personnel.
- Guests must be registered at the Department of Public Safety; those who are of legal age to purchase beer and wine will receive a wristband when they first present their ID to the server.
- Guests must be accompanied by their Lake Forest College host at all times when entering the facility.
- Lake Forest College students who are of legal age to purchase beer and wine must present their College I.D. to do so; they will receive a wristband when they first present their identification to the server.
- All patrons 21 and older who choose to purchase and consume beer and wine must wear a wristband in the Student Center at all times.
- All patrons must be wearing pants, shirts, and shoes at all times in the Mohr Student Center. Violators will be asked to leave. Apparel intended to be worn as under garments must not be worn as outer garments.
- No bags will be allowed in the MSC during All-Campus Programs (ACP's).
- No outside beverages will be allowed in the MSC during All-Campus Programs (ACP's).
- Beer and wine must not leave the main floor of the MSC (not beyond the men's bathroom on west, patio doors on east, and stairwell on north) unless approved by the Gates Center for Leadership and Personal Growth.
- Lake Forest College students and their guests who are of legal age to purchase beer and wine must present their identification at every purchase.
- Sponsors of events that take place in the Mohr Student Center reserve the right to request the suspension of beer and wine service during the duration of their event.
- All patrons entering the facility during beer and wine service hours (Wednesdays/Thursdays 7:00pm-11:00pm & Fridays/Saturdays 7:00pm-1:00am) must enter through the main stairwell next to the Jim Kenney Lounge.

IMPORTANT:

Underage patrons found drinking alcohol in the Student Center and legal-aged patrons found responsible for providing alcohol to minors in the Student Center will lose the right to visit the space during hours when alcohol is being sold. Patrons discovered to be drinking alcohol in the Mohr Student Center and legal-aged Lake Forest College students found responsible for providing alcohol to minors in the Mohr Student Center will be referred to

the College's judicial system. The Lake Forest College student hosts of any guests in violation of these policies will be referred to the student conduct system.

Educational Programming:

1. Educational programming for all students regarding the alcohol policy and responsible alcohol use will be offered by Student Affairs staff at least once per semester.
2. The Gates Center will offer a social host training program as needed during the academic year, but no more than twice per semester. All recognized campus organizations that wish to sponsor social events with alcohol must have at least two representatives attend these sessions. Two representatives per semester must complete the social host-training program prior to the group's first social function with alcohol.

Evaluation

This policy will be evaluated following spring vacation in the following manner:

1. The Dean of Students will submit to the President a statistical summary of alcohol related discipline cases by May 10th of each year. The Dean of Students will also request an evaluation from Counseling Services.
2. By May 1, the Dean shall request a report from the Residence Director of each residence hall describing the effectiveness of the policy in regard to containment of the alcohol culture and the development of responsible drinking patterns by students.
3. Student Government will be invited to submit its evaluation of the effectiveness of the policy.
4. After summarizing these evaluations, the Dean will share the material with the College Life Committee and, following discussions, will make recommendations to the President and College Council to modify the policies as appropriate.

Drug Policy

The following are prohibited and are deemed to be contrary to the best interests of both the College and the community:

- Use, possession, sale, or distribution of illegal substances;
- Abuse or resale/trafficking of over-the-counter or prescription drugs; and
- Possession of drug paraphernalia, except under proper medical direction.

The College is not a sanctuary protecting those who violate laws concerning illegal substances, and College officials will cooperate with legal authorities whenever necessary and deemed appropriate. Violations will be referred to the conduct system.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY REQUIRED BY THE FEDERAL GOVERNMENT FOR A DRUG FREE SCHOOL.

Pursuant to the requirement of Public Law 101-226, Lake Forest College issues the following statement regarding a drug-free school:

1. Prohibited Conduct
The unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on College property or as part of any College activity is prohibited.
2. Applicable Legal Sanctions
 - a. The Illinois Criminal Code classifies drug-related offenses (for example, manufacture or delivery of a controlled substance, engaging in a calculated criminal drug conspiracy, drug trafficking, unauthorized possession, etc.) as

either Class A misdemeanors or Class 1, 2, 3, 4, or X felonies depending on the severity and nature of the conduct. The following criminal penalties are applicable to the identified categories of offenses:

Category of Offense	Monetary Fines	Imprisonment
Class A Misdemeanor	\$1000	Up to 1 year
Class X Felony	Up to \$500,000	6 to 60 years
Class 1 Felony	Up to \$250,000	4 to 15 years
Class 2 Felony	Up to \$200,000	3 to 7 years
Class 3 Felony	Up to \$150,000	2 to 4 years
Class 4 Felony	Up to \$15,000	1 to 3 years

- b. The applicable federal penalties and sanctions for illegal possession of a controlled substance set forth in The Controlled Substances Act (21 U.S.C. 959 et. seq.).

3. Health Risks Associated With Substance Abuse

The use of illicit drugs and the abuse of alcohol may result in serious health consequences.

All students should be aware of the health risks caused by the use of alcohol, and controlled substances (drugs). Consumption of more than two servings of alcohol in several hours can impair coordination and reasoning and make driving unsafe. Consumption of alcohol by a pregnant woman can damage the unborn child. Regular and heavy alcohol consumption can cause serious damage to liver, nervous and circulatory systems, mental disorders, and other health problems. Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.

Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including: impaired short term memory or comprehension, anxiety, delusions, hallucinations, loss of appetite resulting in a general damage to the user's health over a long term, a drug-dependent newborn if the mother is a drug user during pregnancy, AIDS from "needle sharing" among drug users, and death from overdose.

4. Counseling Services

Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in Counseling Services. The Alcohol and Other Drug (AOD) Intervention and Prevention Program offers AOD assessments, individual counseling, referrals to off-campus professionals, and drug and alcohol support groups for additional assistance.

5. College Sanctions and Penalties

Lake Forest College employees and students found in violation of the prohibitions set forth in their respective handbooks will be subject to disciplinary action up to and including termination or dismissal and possible referral for prosecution. Each case will be evaluated on an individual basis. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

6. Biennial Policy Review

This policy will be biennially reviewed by College Council to determine its effectiveness and to recommend changes to the program to the President if they are

needed. Such a review will also determine that the College's disciplinary sanctions are consistently enforced.

Policy on Medical Marijuana

Although possession and use of medical marijuana is legal under certain circumstances in the State of Illinois, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited on College-owned or College-controlled property, in College vehicles, or at any function or event authorized or supervised by the College.

Good Neighbor Policy

Lake Forest College expects its students to conduct themselves as mature, responsible and law-abiding members of their local and College communities. As such, Lake Forest College students are expected to abide by and uphold all federal, state and city laws and ordinances including, without limitation, all laws and ordinances relating to noise, traffic, parking and consumption of alcohol. As responsible members of the College Community, Lake Forest College students are expected, by their conduct and actions, to foster an atmosphere that nurtures positive community relations between Lake Forest College and the community surrounding Lake Forest College.

Off Campus Conduct

Lake Forest College may hold students accountable for behaviors committed off campus that violate the laws or policies outlined in the Code of Conduct and/or which substantially affect the interest of the College even if such actions do not occur on College property or at College-sponsored events

Good Neighbor Guidelines

Guidelines for off campus conduct have been established in order to uphold standards of behavior that should be demonstrated by Lake Forest College students when off campus.

The following guidelines are consistent with the educational role of the College, the rights and needs of all residents, city ordinances, standards of common courtesy, and are directed toward encouraging and maintaining positive neighbor relationships.

The Good Neighbor Guidelines address the following areas:

- A. Upkeep and Beautification of Property
- B. Traffic Safety and Parking
- C. Neighborhood Relations
- D. Responsibilities of Dual Membership
- E. Relevant Municipal Codes

A. Upkeep and Beautification of Property

Students living off campus, in the Lake Forest Community, are expected to maintain a safe and clean environment for the health and well-being of themselves, guests, and neighbors. Specifically, students should:

- Maintain their residences and property in accordance with all fire, health, zoning, and building and safety codes.
- Maintain lawn and landscaping on a regular basis in accordance with lease or occupancy agreement.

- Dispose of litter, trash, and garbage on a regular basis and in an appropriate manner.

B. Traffic Safety and Parking

Students should:

- Comply with the laws and regulations of Lake Forest and the State of Illinois and require their invited guests and all who are consensually present at their residence or on their property to the same standards of conduct.
- Obey traffic safety and parking requirements and have consideration for others by not parking in or blocking neighbors' driveways, public alleys and sidewalks; all of which are violations of the law.
- Proactively educate all household members, guests and visitors about neighborhood parking restrictions and encourage safe responsible driving.
- Advise household members, guests and visitors to arrive and depart quietly and to avoid disrupting neighbors.

C. Neighborhood Relations

Students are required to follow good neighbor policies and relations, including:

- Fostering and maintaining good community relations and cooperation with neighbors and authorities.
- Being responsible for their conduct and that of their visitors and guests by actively encouraging guests to adhere to the same standard.
- Being respectful of and to local community members. Prohibited behavior includes, but is not limited to: littering, loitering, public urination, public nudity, using abusive language and illegal parking.
- Respecting the rights of others and following all existing laws and ordinances. All off-campus resident students are to be knowledgeable about the Lake Forest Noise Ordinance.
- Taking active steps to prevent damage to others' property.
- Being responsible for damage to others' properties caused by household members.
- Being responsible for making reasonable efforts to resolve neighborhood problems involving the student or household members in a timely fashion.
- Using amplified sound only in accordance with the law including, without limitation, the Lake Forest Noise Ordinance.

D. The Responsibilities of Dual Membership

Students are members of both the College and local communities. Accordingly, students are responsible to all the communities of which they are a part. Students should discharge their joint responsibilities in a mature, lawful and appropriate manner.

E. Relevant Municipal Codes:

At a minimum, students should be aware of the following portions of Lake Forest City Ordinances that govern individual, group, and residential property within the City of Lake Forest. We have referenced a few of the most frequently referenced and relevant codes for convenience:

Noise Violations:

The Lake Forest Police Department is responsible for the enforcement of noise ordinance violations involving people--generated or controlled noises--which are considered disturbances of the peace. The following is a list of Lake Forest City Code (LFCC) sections of the Noise Ordinance and a summary of the elements that constitute a violation:

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Sec. 26-7. NOISE---GENERALLY---

1. It shall be unlawful to cause or to make reasonable loud noise in any depot, store, theater, street, alley, sidewalk, park or other public place or any place frequented by the public in the City. It shall further be unlawful to cause or make unreasonable loud noise at any point on or beyond the boundary of any lot, whether privately owned or public, which such unreasonable noise interferes with the quiet enjoyment of adjoining lots or lots within 1,000 feet of the location from which the noise is emanating. (Code of 1946, Sec. 18-4; Ord. No. 625, Sec. 2).
2. It shall be unlawful to carry on or conduct any manufacture, trade or business, engage in any activity, or use a vehicle, machine or other equipment in said City which, by occasioning loud noises or sound shall be offensive or prejudicial or dangerous to the health of individuals or of the public of the City or which shall disturb or break the rest, sleep or quiet of persons in said City before 7:00 a.m. on weekdays and 8:00 a.m. on Saturdays, Sundays or holidays, and after 8:00 p.m. Monday through Friday and 6:00 p.m. on Saturdays, Sundays or holidays, except as authorized by the City Manager. These restrictions shall not apply to snow removal equipment, including but not limited to snowplows and snow blowers.

Students living outside the City of Lake Forest are responsible for familiarizing themselves with the local laws and ordinances governing their place of residence.

(Adapted from Loyola Marymount University.)

Off-Campus Events

Student groups must work with the Gates Center and their faculty/staff advisor to coordinate the details of the event. This procedure assures that events associated with the College are conducted in accordance with College policies.

Student Organizations are expected to follow the procedure outlined below:

1. Organization must complete an Off-Campus Event Registration form and submit it to the Gates Center no later than 14 business days before the day of the event. If the initial request is denied by the Gates Center, the organization may appeal to the Dean of Students.

2. Prior to initiating any contracts with outside vendors, student organization representatives must meet with the Program Director of the Gates Center to discuss the logistics of the event.
3. After meeting with the Program Director of the Gates Center, student organization representatives may initiate a contract for use or service naming Lake Forest College as the purchaser. The contract must also include the phrasing "PURCHASER SIGNATURE: The representative(s) of LAKE FOREST COLLEGE and/or PURCHASER in signing this contract warrants that he/she signs as a properly authorized representative and does not assume personal liability for meeting the terms of the contract."
4. Contracts must be signed by a member of the Gates Center staff; Lake Forest College students may not sign contracts on behalf of their student organization.
5. Prior to the event, all attendees of any off campus event must sign a waiver of liability, available on the Gates Center's my.involvement page.
6. All student organizations having an event with alcohol must review Lake Forest College's alcohol policy, which is available at the Gates Center or online in this document, and sign an agreement that they will adhere to the policy.

Further information regarding planning on- and off-campus events is available in the Student Organization Handbook.

Tailgating

Tailgating is allowed in conjunction with Saturday or Sunday outdoor varsity contests in the parking lot between Washington Street and Buchanan Hall, unless otherwise designated by the Director of Public Safety. Tailgating may begin two (2) hours prior to the start of a game and may resume for 90 minutes following the contest.. All College policies are in effect, including the prohibition against underage consumption and possession of alcohol. No kegs, common containers, or drinking games are allowed. Tailgaters are expected to clean up individual areas after use; tailgaters who fail to clean up may be prohibited from future tailgating. No oversized vehicles are allowed; passenger vehicles only. Public Safety reserves the right to monitor tailgating activities and remove or restrict individuals who display inappropriate behavior. In addition, Public Safety officers may verify the legal age of any persons consuming alcohol and to take whatever actions necessary, up to and including notifying the Lake Forest Police Department.

Hazing

Lake Forest College explicitly and emphatically prohibits hazing. A student is responsible for hazing when he or she takes any action and/or creates a situation on or off College premises which may produce mental or physical harm, discomfort, harassment, embarrassment, ridicule, or abuse as part of any activity and/or event related to membership and/or participation in an organization. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions that interfere with academic goals, the coerced use of alcohol/other drugs, and any other activities that are not consistent with the guidelines and/or policies of the College.

Hazing violations will be addressed by the College's conduct system. In addition to those sanctions included in the conduct system, the Student Affairs staff may administer sanctions that include, but are not limited to, warnings, suspensions, or disbandment of organizations. Explicit violations of this policy will warrant the consideration of a minimum sanction of suspension for at least one year. This policy acknowledges the role that peer pressure and acceptance play in new member programs.

With this stated, it is important to understand that consent of a new member to given activity does not necessarily imply that the activity in question is appropriate. Illinois state law states, "A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person." Hazing is a Class A misdemeanor under the law. Hazing that results in death or great bodily harm is a Class 4 felony, punishable by up to three years in prison.

The following are some examples of hazing divided into three categories: subtle, harassment, and violent. It is impossible to list all possible hazing behaviors because many are context-specific. While this is not an all-inclusive list, it provides some common examples of hazing traditions.

SUBTLE HAZING

Subtle hazing is present in behaviors that emphasize a power imbalance between new members/rookies and other members of the group or team. Termed "subtle hazing" because these types of hazing are often taken-for-granted or accepted as "harmless" or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle hazing to feel like part of the group or team. Subtle hazing often reinforces the power dynamic differential between seasoned/returning members and new/rookie members. (Some types of subtle hazing may also be considered harassment hazing).

Examples:

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and Drills/Tests on meaningless information
- Name calling
- Requiring new members/rookies to refer to other members with titles (e.g. Mr., Ms., etc.) while the new members are identified with demeaning terms
- Expecting certain items to always be in one's possession

HARASSMENT HAZING

Harassment hazing includes behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies. (Some types of harassment hazing can also be considered violent hazing).

Examples:

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunts or skits with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning etc
- Sleep deprivation

- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others

VIOLENT HAZING

Violent hazing includes behaviors that have the potential to cause physical and/or emotional, or psychological harm.

Examples:

- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

The following hazing activities are expressly forbidden at Lake Forest College:

- Consumption of alcohol at any time during a new member program.
- Required consumption of any liquids or solids, or placing liquids or solids in the mouth of a new member, other than the normal not coerced intake of beverages and food.
- Wearing of conspicuous, potentially embarrassing articles of clothing/outfits that draw attention to a new member.
- Testing, quizzing, or interrogating new members, which includes "line-ups," with the fear of punishment or ridicule upon failure.
- Required greetings for new members when they interact with active members that are inappropriate or embarrassing or use derogatory nicknames.
- Punishments of any kind (physical or psychological), other than probation or dismissal, for not meeting expectations.
- Physical abuse of any kind.
- Psychological abuse of any kind, including verbal harassment and berating.
- Acts of personal servitude (washing laundry, serving food, etc.) by new members for active members or others.
- Disrupting or prohibiting an adequate amount of sleep per day.
- Disrupting or prohibiting an adequate amount of study per day.
- Public stunts aimed at embarrassing or putting new members on public display.
- Any outdoor activity that might cause discomfort and/or harm/injury.
- Calisthenics or aerobic activities.
- Blindfolding

Gambling

Any event that suggests that the College explicitly or implicitly endorses gambling is not permitted. Given the broad definition of "gambling" under Illinois law, any "game of chance or skill" is an act of gambling when played "for money or other thing of value." This definition encompasses blackjack, poker and euchre, as well as any other card game, craps,

roulette, and other comparable games when these games are played for money or any other thing of value (including prizes).

Events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded, may be permissible, but betting on the outcome of the game(s) will not be allowed.

Any requests for events at which games of skill will be played must be approved by the Gates Center. Any exceptions to the Gambling Policy must be approved by the Gates Center.

Pets on Campus

Dogs and other pets are not permitted inside campus buildings, unless authorized by Public Safety as service animals for students, faculty, or staff members with disabilities.

If a student, faculty, or staff member brings pets onto outdoor areas of campus, they must always consider the safety, health and potential fears others may have in the presence of animals. Dogs must be leashed and/or under an owner's physical control at all times, and may not be permitted to run at large, i.e., to run or roam outside the owner's control. Public Safety may ask a student, faculty, or staff member to remove a pet from campus if the pet is violating these rules, creating a nuisance or otherwise disturbing a member of the campus community.

Pet owners are responsible for cleaning up waste left by their pet on campus, and failure to do so will result in the pet no longer being allowed on campus. Pets must also be licensed and wearing identification tags.

Involuntary Withdrawal

The College's purpose is to foster an environment that promotes education, research, service and the growth of all members of the College community. The college is particularly concerned with the health and safety of its students, faculty and staff. Physical and mental health services and counseling services are available to all students through the Health & Wellness Center. When a threatening or potentially threatening situation is identified, College staff will address the situation.

Philosophy

Lake Forest College believes it is important to foster an environment that encourages students to maintain a standard of responsibility and self-care (the ability to respond adequately to one's emotional, physical, and educational needs). Some students who are distressed engage in behaviors that impact their self-welfare and the welfare of the College community. These behaviors may require further assessment by appropriate professionals to ensure the safety of the student and the community members. The purpose of the assessment is to assure the student is connected with the appropriate services to afford the student the opportunity to improve his or her welfare and the welfare of the College community.

Given that students engaging in disruptive behavior might not seek services voluntarily, they may need to be mandated to do so administratively. Therefore, students who exhibit these behaviors may be required to participate in a mandatory assessment. If a Lake Forest College student is unable to maintain a standard of responsibility and self-care, various resources on campus are available to assist the student to return to adaptive levels of functioning.

Disruptive Behavior Assessment Team (DBAT)

When a student's observed behavior indicates a direct threat to the student's own health and/or safety, or the health and/or safety of others, the incident will be referred to the Disruptive Behavior Assessment Team for review. DBAT will review each report of disruptive and concerning behavior and make an assessment of risk. The DBAT can then make decisions about appropriate interventions.

The DBAT consists of the Senior Associate Dean of Students/Director of Residence Life (ADOS/DRL), who chairs the DBAT, the Director of the Health & Wellness Center (DHW), or designee, and the Director of Public Safety. Other staff members in Student Affairs will be included on the DBAT as needed, including clinical staff members from the Health & Wellness Center.

Senior Associate Dean of Students/Director of Residence Life (ADOS/DRL), representing DBAT, can require a student to participate in an assessment with the Director of the Health & Wellness Center (or designee), the Nurse Practitioner, Health Services staff, or other mental health or medical professionals. Ultimately, a student may be withdrawn from Lake Forest College under the student code of conduct if the student does not comply with the direction of the ADOS/DRL.

1) Procedures

a) The ADOS/DRL becomes aware of disruptive or concerning student behavior. A behavior may be considered disruptive when it results in concern from campus constituents, for example Student Affairs staff, Residence Life staff, student organization members, faculty, roommates, coaches, recreation staff, Counseling Services staff and/or Health Services staff. Examples of disruptive behavior include, but are not limited to the following: eating disorder behavior (starvation, public vomiting, excessive exercise), chronic or extreme abuse of alcohol and other drugs, self-injury (i.e. self-cutting, burning), threats, psychotic symptoms, and repeated extreme panic attacks.

b) The ADOS/DRL may direct a student to participate in a medical or psychological evaluation whenever the behavior of the student appears to pose a serious threat to the health and safety of the student or others. The medical and/or psychological evaluation process is designed to assess the student's ability to safely participate in the educational program of Lake Forest College.

In mandating an assessment, the college may determine:

- i. Who the assessor will be;
- ii. How many sessions the assessment will include, over what period of time;
- iii. How soon the assessment must be completed;
- iv. What information the student must consent to sharing with the college;
- v. Who will pay for the assessment;
- vi. Whether the student will be on interim suspension during the period of assessment.

c) Failure to respond to the directive by the ADOS/DRL to complete the medical and/or psychological evaluation, or failure to provide necessary records of prior treatment by the date requested, may result in an interim suspension from the College until the evaluation and records request requirements are met. (See Interim Suspension Policy below.) Failure to comply with the directives of the ADOS/DRL or other DBAT representative will likely result in referral to the student conduct process.

- d) The student who leaves, withdraws, or fails to return to the College before a medical and/or psychological evaluation is completed will be ineligible for readmission until the outstanding matter is resolved.

Interim Suspension Process and Policy:

Based on a recommendation of the DBAT, hospitalization or other indication that a student may represent a threat to others, the Dean of Students, or designee, will attempt to talk with the student who is deemed "at-risk." The Dean will consult with appropriate staff, which may include the "on-call" college counselor. After consultation, the situation will be assessed and a plan of action will be put into place. The student may be required to meet with the Dean of Students, or designee, to define the College's expectations of the student and to discuss support measures to help the student succeed at the college. (Failure to comply with requests to meet with the DOS or his/her designee may constitute a violation of the student code of conduct and could result in disciplinary action.) Depending on the situation, the at-risk student may be placed on interim suspension, which may prohibit them from living in a college residence, attending classes or participating in college activities until cleared by the Dean of Students, or designee, in consultation with the College counselor and/or nurse practitioner/physician. If the student is allowed to continue at the college, the student and his or her parent(s) or guardian(s) will be asked to sign an agreement for continuation of enrollment.

At minimum, the DOS will require that student attend four sessions of professional assessment at the college's Counseling Services office. The purpose of the assessment is to monitor the student's willingness and ability to adhere to a basic standard of self-care and to provide the student with the resources deemed necessary for that self-care. The student will be asked to sign a release of information form that permits consultation between the counseling staff and the Dean of Students. If a student on interim suspension returns to campus without permission, the student will be considered a trespasser and Public Safety will be notified and the college may pursue disciplinary action.

Interim Suspension Procedure:

The DOS may initiate an administrative interim suspension from the college or residence halls of any student for the following reasons:

- i) Behavior that poses a threat to the health and safety of others.
- ii) Completion of a mandated evaluation, on the basis of behavior that continues to pose a threat to the health and safety of the student and/or others.
- iii) Behavior continues to be disruptive to the community and/or a concern to campus constituents.

A student on interim suspension may not return to the college or the residence halls until the student has completed a medical and/or psychological evaluation (or otherwise satisfied the terms of the interim suspension) that indicates that the student no longer poses a threat to their health and safety or the health and safety of others, and with the necessary approval of the Dean of Students.

In addition, a student on interim suspension may not participate in any aspect of the College's academic or co-curricular programs in-person, via telephone, electronically/email, or through any other method. A student on interim suspension is not eligible to continue his/her academic coursework at the College until/unless the suspension is removed or unless otherwise authorized by the DOS or his/her designee.

Student will not be able to register for classes or submit housing applications until/if the Interim Suspension is lifted.

Interim suspensions are not subject to appeal.

Confidentiality:

a) All medical and counseling records associated with the disruptive behavior assessment are kept separately by the DBAT and do not appear as part of the student's academic record. All other records regarding the student's behavior that are not medical or counseling records are private and kept in compliance with FERPA.

b) All records associated with the mandated assessment are protected by state laws regarding confidentiality.

Voluntary Withdrawal Procedure:

A decision to permit voluntary medical or psychological withdrawal related to a DBAT decision rests with the sole discretion of the DOS or designee. The duration of the withdrawal will be determined in consultation with the student and/or parents/guardians. Conditions of return will be determined at the time of withdrawal, and given to the student in writing. In the event that a student seeks to temporarily or permanently withdraw for medical or psychological reasons, regular refund policies will apply. In extraordinary circumstances, the DOS may agree to a different refund than would automatically apply. The DOS may also initiate appropriate academic accommodations to facilitate a withdrawal with minimal penalty to the student.

Involuntary Withdrawal Procedure/ Direct Threat Determination

a) To initiate the process, a recommendation for withdrawal must issue from the DBAT upon a failure to effectuate the voluntary withdrawal process. A student may be asked to sign a release of information authorizing the members of the DBAT to contact and interview witnesses to the incident.

b) When the DBAT recommends involuntary withdrawal, it will prepare a report of its rationale, and initiate a complaint for withdrawal to the Dean of Students (DOS). The Dean of Students will convene a hearing in accordance with the requirements of the ADA and Section 504 of the Rehabilitation Act.

- i) Written notice will be given to the student of the DBAT complaint;
- ii) Prior to the hearing, the student will be given a copy of the DBAT report and all materials it used to arrive at its recommendation;
- iii) At the hearing, the student may have advice of, but not be represented by, counsel;
- iv) The student may introduce evidence or call witnesses to refute the recommendations of the DBAT or offer reasonable accommodations that would preclude separation;
- v) The student may bring a process or personal advisor to the hearing;
- vi) The student will be given a written rationale of the DOS hearing determination;
- vii) Any separation determination by the DOS will be accompanied by clear conditions for return;
- viii) An appeal to the President of the College will be available if the DOS upholds the DBAT's recommendation.

c) The DOS will then conduct a formal administrative hearing in which both the student and the DBAT will share their positions. In this administrative hearing, the "direct threat" threshold must be met before a student can be involuntarily withdrawn.

i) At the hearing, the DOS will review the evidence and determine whether by a preponderance of evidence the assessment process was objective, and followed the procedures outlined above

ii) The hearing will determine whether new information is available that was not available at the time of the assessment, which may necessitate a follow up assessment;

iii) And whether the student had ample time to complete the required assessment

d) The DOS will make an objective assessment of the student's ability to safely participate in the educational program of Lake Forest College, based on the information presented during the hearing. The DOS will consider all available medical and non-medical objective evidence. Where the DOS determines that the process did not adhere to the stated procedures or when new information is available, the DOS may require the student to complete another assessment. Where the student is determined to be a direct threat, the DOS will determine how separation will be accomplished, for what duration, and upon what conditions. Conditions for return should also be determined, and delivered in writing with the DOS' decision to the student.

e) In circumstances when it is determined that the student must leave the college, it is the student's responsibility to arrange transportation home. If the parent (s) or guardian is unable or unwilling to make such arrangements, the student's well-being is still their (the parents) responsibility.

Suicide Threat and/or Attempt

Students who become suicidal may be compromised in their ability to ensure their own self-care. Federal and state laws and professional ethical requirements of confidentiality limit reports from health and mental health professionals to imminent, life threatening situations.

1) Procedures

a) When the DBAT is in receipt of a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, the DBAT will make a recommendation to the DOS that the student will be required to attend four one-hour sessions of professional assessment with a licensed mental health professional.

b) The DOS may require the student to attend four one-hour sessions of professional assessment with a licensed mental health professional. The student will participate in the program's requirement of a comprehensive and in-depth assessment of the precipitating incident, prior attempts and threats, and current suicidal intent.

c) The first assessment will occur within a week of the incident or release from the hospital.

- d) The remaining assessments will ideally occur at weekly intervals. Students are required to participate only in an assessment of their past and current suicidality. Students are not required to engage in counseling or therapy. A student may elect to go beyond the required assessment and participate in counseling or therapy, only after the professional secures the student's permission through verbal consent.
- e) With permission of the DOS, students may obtain the assessments with a private practitioner with comparable credentials at his or her own expense and after signing an authorization allowing that practitioner to communicate with members of the DBAT. All professionals will make the incident, its roots and implications a significant focus of each of the four assessments.
- f) Students seeking to obtain the four assessment appointments with a private practitioner must sign a release allowing the practitioner to make contact with a member of the DBAT. As was the case with college professionals, before meeting with the student, the private practitioner must be provided with independent sources of information regarding the suicidal incident, if such reports exist. These include suicide notes, police reports, emergency room reports and eye witness accounts.
- g) Private practitioners will be required, during the period in which the four-session assessment occurs, to provide the college with reports of the student's attendance at, , the required sessions. Additional information required by the college includes: a determination as to whether it is safe for the student to return to the college community and any recommendations the practitioner(s) might have as a result of the assessment.
- h) During the first assessment appointment, the student will sign a release of authorization form allowing the DBAT to communicate with the DOS in the event he or she fails to attend the assessment sessions.
- i) Failure to adhere to this standard of self-welfare or failure to fulfill the requirements of the assessment following a suicidal incident may result in disciplinary action including suspension or involuntary withdrawal. The appropriate actions associated with this policy will be determined by the ADRL.
- j) The DOS may take other steps; including contacting the student's parents and/or other significant others in the event of a particularly *potentially* lethal suicide attempt or in the event of repeated suicide attempts.

- a) A student may appeal the accuracy of the report to the DBAT. In some instances, in order for the appeal to go forward, a student will be required to sign a release of information authorizing the members of the DBAT to contact and interview witnesses to the incident.
- b) The policy of four sessions of professional assessment is applied uniformly to all students who cross the threshold described above. The requirement of four professional assessments is not subject to appeal.
- c) If a student disagrees with other aspects of the program, such as whether the events in question cross the threshold of what constitutes a suicide threat or attempt or whether the professional he or she has retained meets the requirements of the program, he or she can appeal the DBAT decision to the DOS or designee. The DOS decision is final.

Services for Students with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 protect individuals with disabilities from discrimination and mandate the availability of accommodations to ameliorate the impact of the disability to afford equal access to education.

Students must meet the statutory definition of disability under federal law. In order to determine whether an individual is entitled to these protections, the Health and Wellness Center and the Learning and Teaching Center require objective evidence (documentation) that verifies that the individual's condition fits the definition of "disability."

The ADA defines disability as:

- 1. a physical or mental impairment that substantially limits one or more of the major life activities of such individual,
- 2. a record of having such an impairment, or
- 3. being regarded as having such an impairment.

A condition is considered a disability if it prevents or substantially limits the ability to perform a major life activity or significantly restricts the condition, manner, or duration in performing the major life activity as compared to the average person. The analysis of "substantially limits" is a comparative term to the average person in severity, impact, and duration. Generally, a condition must be substantially limiting for more than several months. A condition is not a disability if it results in mild limitations.

Disability documentation serves two primary purposes:

- 1. To establish the right to protection from discrimination.

Non-discrimination is an assurance that individuals with disabilities will not be excluded or provided lesser access to programs and activities based on assumptions rooted in stereotype or perception of ability that are not based in fact. Non-

discrimination also provides freedom from harassment based on perceptions of disability.

Documentation needed for protection from discrimination based on disability without a request for accommodation can be quite brief. A diagnostic statement from an appropriate professional or a past history or recognition as a person with a disability could suffice as the basis for protection from discrimination.

2. To determine the accommodations to which the individual may be entitled.

Reasonable accommodations include modifications to policy, procedure, or practice and/or the provision of auxiliary aids and services that are designed to provide equal access to programs and services for qualified individuals with disabilities.

Accommodations are reasonable when they do not fundamentally alter the nature of a program or service and do not represent an undue financial or administrative burden.

Though documentation can vary by student, it should contain the following:

1. Credentials of the evaluator – Disability documentation should be provided by a licensed or credentialed professional with relevant training and experience. The name, title, and professional credentials of the evaluator should be clearly stated in the documentation. Reports should be on letterhead, typed, dated, and signed. Disability documentation may not be provided by an individual who has a personal relationship with the student.
2. Statement of diagnosis – Disability documentation should include a current diagnostic (DSM-IV, DSM-V, or medical) statement.
3. Description of the diagnostic methodology – The documentation should include a description of the diagnostic criteria for the condition and the evaluation method used to render a diagnosis, including medical examinations, formal testing instruments, structured interviews, and observations. The dates of administration should be included, along with a history of the presenting symptoms.
4. Description of the current functional impact of the disability – An evaluator should provide a comprehensive description of the impact of the condition on the student in an academic environment and other life settings, including the severity, frequency, and pervasiveness of the symptoms. This description should demonstrate that the student is substantially impaired in one or more major life activities. Documentation should be current.
5. Treatment, medication, and prognosis – Documentation should describe the impact of medication and/or treatment and anticipated prognosis. If relevant, it should provide information about the cyclical or episodic nature of the condition.
6. Accommodation recommendations – It is helpful for the evaluator to recommend accommodations or services that will address the functional impact of the condition. Accommodation recommendations should be directly connected to the limitations caused by the condition. If accommodations have been used in the past, the

documentation should include a description of the accommodations and information regarding their efficacy.

Students may provide other documents from their high schools, such as IEPs; however, while these additional documents can provide useful information, they alone may not constitute sufficient documentation.

Documentation should not be:

- a handwritten diagnosis on a prescription pad,
- a handwritten note from a patient file,
- a document from a member of the student's family or from someone with a personal relationship with the student,
- a self-evaluation,
- a research article, or
- a letter from another college or educational institution that lists the condition and previously-granted accommodations without also providing other documents that meet the above guidelines.

It is your responsibility, as the student, to provide documentation and to request accommodations for your disability. When making your initial request for any type of accommodation:

- Complete and submit the [Documentation of Special Needs form](#), and then complete the [Special Needs Accommodation Request form](#) (on My.LakeForest). Students, please be sure you provide your narrative information on the forms where indicated.
- Educational, clinical/licensed, and/or medical professionals providing documentation should complete the Evaluator portion of the Documentation of Special Needs form and/or provide documents that address the questions on the form.

Please submit documentation to:

Accommodations c/o Jennifer Fast
Mail Stop: H&W
Lake Forest College
555 N. Sheridan Road
Lake Forest, IL 60045

Grievance Procedure

Lake Forest College does not discriminate on the basis of a disability against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of a disability. If a member of the student body feels there is reason to believe that discrimination because of disability has occurred under Section 504 of the Rehabilitation Act of 1973, a grievance should be handled in the following manner:

- Individuals with a grievance should notify the President's Office of their grievances, in writing. We recommend doing so within seven days of the alleged incident.
- Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.

Reasonable Accommodations and Auxiliary Aids

Each student's needs are different, and recommendations for reasonable accommodations cannot be made without reviewing adequate documentation and talking with each student. Possible accommodations for students with documented disabilities may include:

Disabilities affecting mobility:

- Residence hall room in an accessible residence hall (first floor and/or building with an elevator) with an accessible restroom (may not be private)
- Relocation of courses from inaccessible buildings to accessible classrooms

Disabilities affecting learning:

- Extended time and/or a distraction-reduced testing environment for courses
- Access to assistive technology for coursework

Disabilities affecting hearing:

- Residence hall room with an accessible fire alarm (usually a flashing alarm)
- For a student with little to no hearing, potentially interpreter services

Just as it's important to understand what accommodations may be reasonable, it's important to understand the types of auxiliary aids and services that the College cannot provide.

Personal aids and services, including help with personal needs such as bathing, dressing or other personal care, are not provided. Personal attendants and individually prescribed devices are the responsibility of the student who has a disability and not required of the College. For example, readers may be provided for classroom use, but the College does not provide readers for personal use or for help during individual study time. Reasonable accommodations do not include personal auxiliary aids or devices, such as hearing aids, wheelchairs, or glasses.

Auxiliary aids can be provided for a student's equal access to programs and services, but the College may not provide the most sophisticated auxiliary aid that is available or the aid that is preferred by the student. The aids the College will provide will effectively meet the needs of the student with a disability, but the College retains the flexibility to provide an equally effective aid that is more cost-effective for the College.

The College is not required to waive essential requirements. For example, the College is not required to eliminate a course requirement that is reasonably necessary for a course of study. Further, the lowering or substantial modification of reasonable academic standards is not available as an accommodation. At all times, the objective of the accommodation efforts is to afford a student with a disability an equal opportunity for academic success. If a specific academic adjustment is requested, the College may offer that adjustment, or it may offer an effective and reasonable alternative. Accommodations are reasonable when they do not fundamentally alter the nature of a program or service and do not represent undue financial or administrative burden.

Special Accommodations Review Committee

Any information provided as part of the accommodation request process will be held centrally and made available to the Special Accommodations Review Committee. These staff members will have access to disability-related documentation, but any notes or documents related to treatment, i.e. medical or psychological treatment records, will not be released to anyone, including other committee members, without the written permission of the student.

Members of the Special Accommodations Review Committee are:

Jennifer Fast, PsyD, Assistant Dean of Students and Director of Health and Wellness

Stacy Oliver-Sikorski, Associate Director of Residence Life for Student Success

Teryn J. Robinson, Assistant Dean of Faculty for Learning Support

Kathy Salinger, APN/NP-C, MSN, RN, Associate Director of Health Services

For questions or more information visit:

<https://www.lakeforest.edu/academics/resources/disability/>

or contact:

Teryn J. Robinson, *Assistant Dean of Faculty for Learning Support*

847-735-5167

Fax: 847-735-6297

robinson@lakeforest.edu

Please submit documentation to:

Accommodations c/o Jennifer Fast

Mail Stop: H&W

Lake Forest College

555 N. Sheridan Road

Lake Forest, IL 60045

Policy and Procedures for Sexual Misconduct Complaints

Lake Forest College Policy and Procedures for Sexual Misconduct Complaints

Sexual misconduct has no place and will not be tolerated at Lake Forest College. The College cares deeply about the health, safety, and well-being of all members of the College community. If you or someone you know may have been the victim of any form of sexual misconduct, you are urged to seek immediate assistance. Assistance can be obtained from:

- The College's Sexual Misconduct Hearing Board, which includes faculty and staff members whose names and phone numbers are posted online at www.lakeforest.edu/sexualmisconduct, and who are individually prepared to provide assistance and referral;
- Lake Forest College Public Safety: off-campus 847-735-5555 or on-campus x5555, which may be reached 24 hours a day, seven days a week;
- Confidential and independent Campus Conduct Hotline: 866-943-5787;
- Zacharias Sexual Abuse Center in Gurnee: 847-872-7799;
- Chicago Rape Crisis Hotline 888-293-2080;
- Lake Forest College Counseling Services: off-campus 847-735-5240 or on campus x5240 during business offices or after hours by contacting Public Safety.

During business hours (8:30am-5:00pm, Monday through Friday), you are strongly encouraged to contact the College's Chair of the Sexual Misconduct Board, as soon as is reasonably possible.

Further information about Title IX and sex discrimination in education is available from the Office of Civil Rights at www.ed.gov/ocr.

I. Introduction

Sexual Misconduct, as defined by this *Policy and Procedures for Sexual Misconduct Complaints*, comprises a broad range of behavior that will not be tolerated in the College's community of trust. For purposes of this Policy, "Sexual Misconduct" includes Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, and Non-Consensual Sexual Intercourse. Sexual Misconduct violates College policy and Federal civil rights law and may also be subject to criminal prosecution. The College is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. Creating a safe environment is the responsibility of all members of the College community.

II. Definitions (alphabetical order)

- a) "Accused" is an individual(s) against whom a complaint of Sexual Misconduct is being made.
- b) "Advisor" is an individual(s) who provides non-legal support to the Complainant or Accused. An advisor provides personal comfort, counsel, and advice. The Advisor must be a College Community Member.
- c) "Advocate" is an individual(s) who provides confidential crisis intervention, support, information, and referrals for alleged victims of sexual misconduct. Counselors from the Counseling Services staff at Lake Forest College are trained advocates, but volunteers from the Zacharias Center may also serve in this role. While advocates are mandated to report incidents of child abuse or neglect, they are not required by law, or by College policy, to report incidents of sexual misconduct, and can thus serve as confidential sources of support.
- d) "Chair of the Sexual Misconduct Board" ("Chair") is a faculty or staff member designated by the President to oversee the Policy who manages all cases of alleged Sexual Misconduct and retains the records of all formal and informal resolutions. The Chair of the Sexual Misconduct Board is a non-voting member of the Sexual Misconduct Board.
- e) "College Community Member" means any person employed, registered as a student or participating in a College-sponsored program, on or off-campus, including students, staff, faculty, and students participating in off-campus internships.
- f) "Complainant" is an individual who is making a complaint of Sexual Misconduct.
- g) "Effective Consent" means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused knows or reasonably should have known of such Incapacitation. Effective Consent is also absent when the activity in question exceeds the scope of Effective Consent previously given. In addition, minor persons cannot give Effective Consent.
- h) "Force" means physical force, violence, threat, intimidation or coercion.

- i) "Incapacitation" means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep and blackouts. Where alcohol or other drug is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused knew, or a sober, reasonable person in the position of the accused should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, individuals are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give Effective Consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Policy.
- j) "Investigator" is a member of Lake Forest College Public Safety who has received training in the investigation of sexual misconduct.
- k) "Non-College Related Conduct" means conduct that occurred elsewhere than (i) on College-owned or leased property, (ii) at any College sanctioned function, or (iii) at the permanent or temporary local residence of a College student, faculty member, employee, or visitor.
- l) "Non-Consensual Sexual Contact" means sexual contact, no matter how slight, with any object, that occurs without Effective Consent.
- m) "Non-Consensual Sexual Intercourse" means sexual intercourse, no matter how slight, with any object, that occurs without Effective Consent.
- n) "Sexual Contact" means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person's intimate parts.
- o) "Sexual Exploitation" means taking sexual advantage of another person without Effective Consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing a third party to observe private sexual acts; and engaging in sexual voyeurism.
- p) "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, or other speech or physical conduct of a sexual nature, without regard to whether the parties are of the same or different gender when: (i) submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of an individual's employment, academic status or participation in College activities, or is used as the basis for employment or academic decisions affecting the individual; or (ii) such conduct or communication has the purpose or effect of substantially interfering with the individual's work, academic performance, or housing; or of creating an intimidating, hostile, or offensive working or educational environment; and (iii) in either of the preceding cases, such conduct is directed at an individual, and is severe and pervasive. Sexual Harassment also includes sexual assault or sexual violence. This includes sexual acts perpetrated against a person's will; sexual advances accompanied by actual or threatened physical violence; and sexual acts perpetrated when a person is incapable of giving consent due to the victim's use of drugs or alcohol. In evaluating any complaint of Sexual Harassment, the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to constitute Sexual Harassment. The conduct in question must be objectively intimidating, hostile or offensive and interfere with a person's right to equally participate in programs and activities of the College.
- q) "Sexual intercourse" means any sexual penetration of the sex organs, anus, or mouth.

- r) "Sexual Misconduct" is a broad term encompassing "Sexual Exploitation," "Sexual Harassment," "Non-Consensual Sexual Contact," and "Non-Consensual Sexual Intercourse," as defined in this Policy. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.
- s) "Sexual Misconduct Board" is a standing committee of eight (8) voting members, and a non-voting Sexual Misconduct Board Chair, drawn from the College's faculty and/or full-time staff members. They receive annual training in their responsibilities that draws on professional and expert resources. The College President appoints members of the Board for three-year terms, which can be renewed.
- t) "Sexual Misconduct Hearing Panel" is made up of three (3) voting members of the Sexual Misconduct Board, who are selected from the Sexual Misconduct Board by the Board Chair. The non-voting Board Chair constitutes the three (3) member hearing panel to adjudicate an allegation of Sexual Misconduct.
- u) "Title IX Coordinator" is the College staff member appointed by the President to coordinate Lake Forest College's compliance with and response to inquiries concerning Title IX. The Title IX coordinator at Lake Forest College is the Director of Human Resources.
- v) "Witnesses" are individuals who (1) directly observed an incident or (2) have direct knowledge related to an incident. Witnesses should be able to speak knowledgeably about the incident and be able to provide relevant facts to the Sexual Misconduct Board. An example of someone with direct knowledge might include someone who may have seen an alleged victim earlier in the night and can attest to how intoxicated she may have been, though the person did not actually witness an alleged assault. Or, another example could include a friend who may have gone to the hospital with an alleged victim immediately following an alleged assault, but again did not directly witness the assault.

III. Jurisdiction; Timing; Retaliation; Other Related Misconduct; Criminal Proceedings

- a) **Personal Jurisdiction.** Any person may file a complaint of Sexual Misconduct against a College Community Member. This includes alleged acts to have occurred during any academic recess, provided that there is an expectation of continued enrollment or employment at the College.
- b) **Geographic Jurisdiction.** This Policy applies to any allegation of Sexual Misconduct against a College Community Member, regardless of where the alleged Sexual Misconduct occurred. Although there is no geographical limitation to invoking this Policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the College may be more difficult to investigate. In addition, with respect to any complaint (i) by a person who is not a College Community Member, and (ii) relating to Non-College Related Conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the College community or has continuing effects to warrant processing the complaint.
- c) **Timing.** So long as there is personal jurisdiction over the accused College Community Member pursuant to Section III.A., above, there is no time limit to invoking this Policy in responding to complaints of alleged Sexual Misconduct. Nevertheless, individuals are encouraged to report alleged Sexual Misconduct immediately in order to maximize the College's ability to conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant evidence and witness testimony, and may impair the College's ability to enforce this Policy. Where the accused is a degree

candidate, it is the responsibility of the complainant to file a complaint in a timely manner before personal jurisdiction over the accused would otherwise be lost pursuant to Section III.A. Above. The conferral of a degree may be deferred until proper resolution of any Sexual Misconduct charges, provided that a hearing opportunity will be scheduled for the earliest practicable date that may reasonably accommodate the parties and their witnesses.

- d) **Retaliation.** It is a violation of College policy to retaliate against any person making a good-faith complaint of Sexual Misconduct or against any person cooperating in good faith in the investigation of, including testifying as a witness to, any allegation of Sexual Misconduct. For these purposes, "Retaliation" includes intimidation, threats, harassment, and other adverse action threatened or taken against any such complainant or third party. Retaliation should be reported promptly to the Sexual Misconduct Board Chair and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct.
- e) **Other Related Misconduct.** It is not the practice of the College to pursue disciplinary action against a complainant or witness for his or her improper use of alcohol or drugs (e.g. underage drinking), provided that such person acts in good faith as a complainant or witness to the events of the alleged Sexual Misconduct.
- f) **Criminal Proceedings:** Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. The filing of a complaint of Sexual Misconduct under this Policy is independent of any criminal investigation or proceeding, and the College is not required to wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the complainant and the College community.

IV. Initial Process

- a) **Awareness of Allegation.** Any person may report an allegation of Sexual Misconduct. Once Public Safety, the Dean of Students, the Dean of Faculty, or the Chair of the Sexual Misconduct Board becomes aware of an allegation of Sexual Misconduct, an initial threat assessment will be made by the Chair of the Sexual Misconduct Board and Public Safety in coordination with the Dean of Students and/or Dean of Faculty and/or Director of Human Resources and/or the Disruptive Behavior Assessment Team, as appropriate, to evaluate an accused's potential to cause further harm to a member or members of the community. The College President may also be notified of the allegation by Public Safety, the Dean(s), or the Chair.
- b) **Interim Measures.** In response to complaints of alleged Sexual Misconduct the College will endeavor to undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after an intake meeting, Public Safety and the Dean may impose a "No Contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Dean(s) also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, directing appropriate College officials to alter students' academic, College housing, and/or College employment arrangements. Violation(s) of a Dean's directive and/or protective actions will constitute related offenses that may lead to disciplinary action.

- c) **Intake Meeting with Complainant.** After an immediate threat analysis and the receipt of notice of the allegation of Sexual Misconduct, the Chair of the Sexual Misconduct Board will first schedule an individual intake meeting with the complainant in order to provide a general understanding of this Policy and to identify forms of support, resources, or immediate interventions available to the complainant. An advisor can accompany the complainant to the intake meeting. The intake meeting may also involve a discussion of any additional accommodations that may be appropriate concerning the complainant's academic, housing, and/or employment arrangements.
- d) **Options for Complainant.** The complainant will be informed of four options, from which the individual can choose within the definitions of Personal and Geographical Jurisdiction and Timing defined in III.a and III.b and III.c: **(i) Formal Resolution, (ii) Informal Resolution, (iii) Does Not Wish to Pursue Resolution, and/or (iv) Engage Outside Law Enforcement Authority.**

V. Formal Resolution

A complainant or the College may elect to pursue a Formal Resolution, which involves a hearing before a Panel of the Sexual Misconduct Board.

- a) **Request for Formal Resolution.** For the complainant to indicate a desire to pursue a Formal Resolution, the complainant shall make the request to the Chair of the Sexual Misconduct Board. The Chair may also pursue a Formal Resolution on behalf of the College.
- b) **Investigation.** An investigator from Public Safety, as a neutral fact-finder, may conduct interviews, as appropriate, with the complainant, the accused, and each third-party witness; may visit and take photographs at each relevant site; and, where applicable, may coordinate with law enforcement agencies to collect and preserve relevant evidence. All College Community Members who have information relating to a complaint filed under this policy are expected to cooperate fully in the investigation of the complaint. The complete investigative report includes, among other things, summaries of relevant interviews; photographs of relevant site(s) and related logs; other photographic, electronic, and forensic evidence; and a detailed written analysis of the events in question. An investigation will be completed as quickly as possible, and most often will be completed within sixty (60) days. The investigative report will be given to the Chair who has the authority to redact non-relevant information before distributing the investigative report to both parties concurrently. If a hearing is held, the Panel will also be provided with a copy of the investigative report.
- c) **Granting/Denying a Hearing.** The Chair will determine whether there is sufficient cause to grant a hearing. If the Chair determines that a hearing should be granted, notice of that determination will be delivered, concurrently, to both parties and the Title IX coordinator. The Dean(s), as appropriate, will be notified that a formal hearing is moving forward.
- d) **Complainant Changes Election to Informal Resolution; Accused Elects to Accept Responsibility.** After reviewing the investigative report, the complainant may decide to elect Informal Resolution instead of Formal Resolution, by making such request of the Chair prior to the hearing date. The final decision whether to move forward with Informal Resolution rests with the Chair of the Sexual Misconduct Board, but may only be done at the request of the complainant. At any time prior to the hearing, the accused may elect to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct. In such cases, the Chair will propose a resolution to the complaint and a sanction. If both the complainant and the accused agree to such a proposed sanction, the complaint is resolved without a hearing and without any further rights of appeal by either party. If either the

complainant or the accused objects to such proposed sanction, a hearing before the Board will be convened for the exclusive purpose of determining a sanction. For purposes of this sanction hearing, all of the other provisions of this Policy relating to the imposition of a sanction for Sexual Misconduct shall apply (including, for example, the provision for an Impact Statement, and the provisions governing the effective date of the sanction).

- e) **Notice of Hearing; Challenges to Panel; Delivery of Notice.** If a hearing is granted, the Chair will commence the Formal Resolution process by providing written notice ("Notice of Hearing") to both parties stating: (1) the date, time, and place of the pre-hearing meeting at which preliminary matters will be discussed, (2) the names of the Board members selected to serve as the Panel. The pre-hearing meeting must take place within two (2) weeks of completion of the investigation unless unusual or complex circumstances exist. Any party wishing to challenge the participation of any Panel member must notify the Chair, in writing, within five (5) calendar days of receipt of the Notice of Hearing, stating the specific reason(s) for the objection. Failure to do so will constitute a waiver of any objection to the composition of the Panel. The Chair will determine whether the challenge has merit and reserves discretion to make changes in the Panel composition at any time. The Notice of Hearing will be delivered, at the Board Chair's discretion, by email or in person, and will be considered effective immediately upon receipt. The hearing will take place promptly following delivery of the Notice of Hearing. The hearing must take place within 30 days following the pre-hearing meeting, unless unusual or complex circumstances exist. The parties are expected to cooperate in the scheduling of the hearing. If either party fails to appear at the scheduled hearing, the Board Chair may postpone the proceedings or direct that the Panel proceed and determine the complaint on the basis of the investigative report and any other available information, provided the absent party was duly notified of the scheduled hearing date, as outlined in this section.
- f) **Advisors to the Parties.** Both the complainant and the accused may have an advisor present to support and assist them during the pre-hearing, hearing, and appeal stages of the Formal Resolution process. An advisor, who is a College Community Member, may advise the complainant or the accused, but may not participate directly in the hearing, nor may an advisor also serve as the party's attorney at law. The Chair may disallow a particular advisor in cases where such advisor might be a witness or where such advisor's presence, in the Chair's sole determination, would be obstructive to the process or for other good cause. An advisor may not direct questions to the Panel or witnesses at the hearing, but may suggest questions in writing to the Panel and may consult with the person that he or she is assisting. The Chair will not allow an advisor's presence to inhibit the parties sharing of information or the conduct of the hearing.
- g) **Pre-Hearing Submissions.** The parties will provide the Chair with a list of witnesses they propose to call, and copies of documents and a description of any other information they propose to present at the hearing, on or before a date set by the Chair. Evidence of the complainant's past sexual history will not be permitted at the hearing. The Chair will provide each party with a copy of the list of witnesses, and identification or copies of documents or other information submitted by each party. In the absence of good cause, as determined by the Chair in his or her sole discretion, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided to the Chair by this deadline. The parties are also responsible for the attendance of their witnesses at the hearing.
- h) **Pre-Hearing Meeting and Determination of Complaint and Witnesses.** The Chair will schedule a pre-hearing meeting prior to the hearing date. At the meeting, the Chair will review hearing procedures with the parties. The Chair will also review the complaint of alleged Sexual Misconduct, and review the parties' respective lists of

proposed witnesses to assist them in eliminating redundant information. The College reserves the right, through the Chair, to add witnesses to the witness lists at the pre-hearing meeting and/or at the hearing.

- i) **Pre-Hearing Discussion.** Once a Board member has been named to a Panel, he or she may not publicly or privately discuss the merits of the complaint with anyone not involved in the proceedings, with the parties themselves, or with anyone acting on the behalf of the parties. The Chair will provide the panelists with a copy of the Notice of Hearing, the Investigative Report, and the list of witnesses submitted by the parties with an instruction to avoid any public or private discussion of the merits of the complaint.
- j) **Panel's Counsel.** The Chair and Panel may seek advice from the College's attorney or College President throughout the hearing process on questions of procedure; however, factual determinations are the domain of the Panel.
- k) **Conduct of the Hearing.** The hearing will not follow a courtroom model and formal rules of evidence will not be observed. Accordingly, for example, the parties may elect to rely upon the statements of witnesses contained in the investigative report if such witnesses are unavailable to attend the hearing. The Chair will determine the order of the witnesses and resolve any questions of procedure arising during the hearing. The parties are responsible for ensuring that their proposed witnesses are present. Members of the Panel will review in advance of the hearing all the written materials provided to them by the Chair in accordance with Section V.i above. The parties will have received or been provided the opportunity to review these materials during earlier stages of the pre-hearing process. The parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the investigative report or in other written materials. Only the Chair and the Panel may question the individual parties and any witnesses, unless permission is granted by the Chair to modify the questioning process. Both parties and their advisors may ask the Chair to pose additional questions or inquire further into specific matters by submitting these requests in writing or orally, at the discretion of the Chair. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such requests. The Chair is empowered to disallow or reframe any questions that are irrelevant or redundant. After all witnesses have been questioned, each party may make a closing statement and request a short recess to prepare it. If the Panel determines that unresolved issues exist that would be clarified by the presentation of additional information, the Chair may suspend the hearing and reconvene it in a timely manner to receive such additional information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented at the pre-hearing meeting.
- l) **Participation by the Accused.** The accused has the option not to participate; however, the exercise of that option will not preclude the Panel from proceeding and determining the complaint on the basis of the investigative report and other available information. If the accused fails to appear at the hearing, after being duly notified of its place and time, the Chair may postpone the proceedings or direct that the Panel proceed and determine the complaint on the basis of the Investigative Report and other available information.
- m) **Participation by Closed-Circuit Technology.** Upon timely request by a party or witness, the College may be able to provide for participation by closed-circuit technology, in appropriate circumstances, including where parties or witnesses are otherwise unable to participate in the hearing. The availability of participation by closed-circuit technology will be at the sole discretion of the Chair.
- n) **Recording.** The Chair will arrange for the hearing to be audio recorded. Individual parties may not record the hearing; however, requests for transcripts of the session

can be requested from the Chair and these transcripts will be made available at cost to the requesting party.

- o) **Standard of Proof.** The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Sexual Misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy. A preponderance of the evidence means that the information shows that it is "more likely than not" that the accused violated this Policy. In the context of a hearing hereunder, the accused will be found to be responsible for the alleged Sexual Misconduct if the Panel, by a majority vote, concludes that such Sexual Misconduct more likely than not occurred based upon careful review of all information presented. In making its determination, the Panel shall carefully consider all of the evidence presented and follow the procedures stated in this Policy in order to ensure as fair a hearing as possible for all parties.
- p) **Impact Statement.** If the Panel determines that the accused is responsible for Sexual Misconduct, i.e., that the Sexual Misconduct more likely than not occurred, the complainant may present the Panel with a statement recommending a sanction (the "Impact Statement"). The responsible person will be provided an opportunity to respond to the Impact Statement. The Panel is not bound by these statements in determining a sanction. Witnesses other than the parties normally are not permitted at the Impact Statement phase of the hearing; however, the Chair reserves discretion to permit the presence of other persons.
- q) **Sanction.** The Panel may recommend to the appropriate Dean or College Officer whatever sanction it believes is fair and proportionate to a finding of sexual misconduct, including suspension, expulsion or termination of employment. In recommending an appropriate sanction, the Panel may consider any record of past violations of Student Code of Conduct or Employee Handbook, as well as the nature and severity of such past violation(s). The Panel will also consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the College community. The sanction recommendation will be made by the Panel by majority vote. Any recommended sanction will be explained or supported in the written decision of the Panel.
- r) **Decision.** The decision of the Panel, including the recommended sanction, if applicable, will be announced to both parties, concurrently, by the Chair. In addition, the Chair will provide a copy of the final outcome letter to both parties, concurrently, and to the Dean(s) and the College President, within ten (10) calendar days following the conclusion of the hearing (or such longer time as the Chair may for good cause determine).
- s) **Sanction and Appeal.** Once he or she has considered the Panel's recommendation, the appropriate Dean or College Officer will impose a sanction. Within ten days of the imposition of a sanction, either party may make a written appeal to the College President of within ten (10) calendar days following the decision. The President shall consider appeals only on the basis of: (i) procedural error or (ii) new information that would substantially change the outcome of the decision. Substantive judgments of the Panel will not be revisited.
- t) **Effective Date of Sanction.** Sanctions are not effective until the resolution of any timely appeal of the decision. However, if advisable to protect the welfare of the complainant or the College community, the Panel may recommend that any probation, suspension, or expulsion be effective immediately and continue in effect until such time as the College President may otherwise determine. The College President's decision may not be appealed.
- u) **Privacy of the Hearing Process.** In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open

to the public. Accordingly, documents prepared in anticipation of the hearing (including the Investigative Report, the Notice of Hearing, and the pre-hearing submissions), documents, testimony, or other information introduced at the hearing, and any transcript of the hearing itself, may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law. Accused individuals who are found responsible will have a letter of the decision and the sanction as part of their permanent College record, including any student records or employee records, as appropriate.

VI. Informal Resolution

A complainant who wishes to file a formal complaint with the Sexual Misconduct Board but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as "Informal Resolution," as described in this Section. Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is **not mediation**. The accused is expected to attend the Informal Resolution proceeding, but is not required to participate.

- a) **Purpose of Informal Resolution.** Informal Resolution provides an opportunity for the complainant to confront the accused directly, or to ask the Chair of the Sexual Misconduct Board to speak with the accused on the complainant's behalf, in the presence of, and facilitated by, a presiding officer, described in Section VI.b, below, and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future. The accused will have an opportunity to respond.
- b) **Advisors; Presiding Officer.** The complainant and the accused each may bring an advisor to the Informal Resolution. Advisors are subject to the same restrictions set forth for advisors in Formal Resolution, outlined above. The Board Chair or a designee of the Chair will preside over the Informal Resolution, and may elect to be assisted by another member of the Board or senior staff of the Dean's Office.
- c) **Informal Resolution Where Accused Acknowledges Responsibility.** If, during the course of the Informal Resolution, the accused elects to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct, the Informal Resolution will be concluded and the Board Chair will propose a sanction. If both the complainant and the accused agree to such proposed sanction, the complaint will be resolved without any further rights of appeal by either party. If either the complainant or the accused objects to such proposed sanction, a hearing before the Board will be convened for the exclusive purpose of determining a sanction, which determination is subject to appeal pursuant to Section V.s. For purposes of this sanction hearing, all of the other provisions of this Policy relating to the imposition of a sanction for Sexual Misconduct shall apply (including, for example, the provision for an Impact Statement, and the provisions governing the effective date of the sanction).
- d) **Informal Resolution Where Accused Contests Responsibility.** If the accused contests the complaint of alleged Sexual Misconduct, the Chair may nevertheless impose a protective order with or without an agreement based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution.
- e) **Election of Formal Resolution.** The College or the complainant may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

- f) **Privacy of Informal Resolution.** In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

VII. Does Not Wish to Pursue Resolution

- a) **Request to Stop Investigation.** If the complainant does not wish to pursue Formal or Informal Resolution and/or requests that his or her complaint remain confidential, the College may nevertheless determine that Title IX requires it to investigate and take reasonable action in response to the complainant's information. The Chair will inform the complainant, however, that the College's ability to respond may be limited. The Chair, with the assistance of Public Safety, may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the complainant's request(s) against the following factors: the seriousness of the alleged Sexual Misconduct; whether there have been other complaints of Sexual Misconduct against the same accused; and the accused's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA. The Chair will inform the complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused because the complainant insists on confidentiality or that the complaint not be resolved, the College reserves the authority to undertake an appropriate inquiry, issue a "No Contact" order, and take other reasonably necessary measures, including the interim measures described in Section IV.b, above.
- b) **Statement of Understanding.** Complainants who do not wish to pursue a Formal or Informal Resolution will be asked to sign of Statement of Understanding ("Statement") that outlines that the College has provided them with their options for redress, but at the time of signing the Statement they do not wish to pursue the matter any further. This Statement does not restrict complainants from seeking Formal or Informal Resolution at a later time, pursuant to III.a, III.b, and III.c, above.

VIII. Engage Outside Law Enforcement Authority

This Policy does not preclude the complainant from filing a criminal complaint at any point against the Accused. The College Sexual Misconduct process and a criminal process may run in parallel. The filing of a complaint of Sexual Misconduct under this Policy is independent of any criminal investigation or proceeding, and the College is not required to wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the Complainant and the College community.

IX. Annual Report

At the beginning of each academic year, the Chair shall report on the previous year's activities. Its report shall include the number of individuals who came to the Board for assistance during the previous year, the number of requests for Formal and Informal Resolution, and Does Not Wish to Pursue Resolution, and the kinds of behavior that gave rise to the complaints. That Chair shall submit the report to the College President and the College's Title IX Coordinator, who shall publicize it to the College community. The report shall not mention the name of any individuals or identify details of any complaint.

X. Amendments

This Policy may be amended, in writing, by the President or the President's designee at any time.

Nondiscrimination Policy

Lake Forest College's nondiscrimination policies are based on federal laws and regulations, including Title IX and other relevant regulations, as well as on its institutional ideals.

Lake Forest College does not discriminate against any persons because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service, or any other characteristic protected by law in its education programs, activities, or employment. In addition, Lake Forest College is required by Title IX and regulations promulgated thereunder not to discriminate on the basis of sex in educational programs, activities, and employment. Lake Forest College does not discriminate on the basis of physical or mental disability against any otherwise qualified person by denying participation in, or the benefits of, any College program or activity.

Lake Forest College does not discriminate against any persons because of race, color, sex, religion, or national or ethnic origin in its education programs, activities, or employment. In addition, Lake Forest College is required by Title IX and regulations promulgated thereunder not to discriminate on the basis of sex in educational programs, activities, and employment. Lake Forest College does not discriminate on the basis of disability against any otherwise qualified person by denying participation in, or the benefits of, any College program or activity. Lake Forest College also does not discriminate on the basis of sexual orientation in its education programs, activities, or employment. For purposes of this policy, the term "sexual orientation" means the status or expression, whether actual or perceived, of heterosexuality, homosexuality, or bisexuality. The campus coordinator for Title IX (prohibiting sex discrimination) is the Personnel Officer, to whom inquiries concerning Title IX may be referred. The campus coordinator for Section 504 of the Federal Rehabilitation Act of 1973 (prohibiting discrimination based on disability) is Stephen D. Schutt, President.

Discrimination — Federal Regulations and Grievance Procedures

In accordance with federal legislation, grievance procedures related to Public Law 92-318 (Title IX) and the Rehabilitation Act of 1973/Section 504 have been developed. Any grievance brought under the umbrella of these procedures must, by law, be specifically limited to the issue covered by these laws.

A. Sex Discrimination

No student shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Title IX, which prohibits sex discrimination in education, requires the adoption of a grievance procedure to handle allegations of sex discrimination against students.

1. Scope of Review:

The inquiry must be limited to a consideration of whether the action or decision was tainted by the irrelevant consideration of sex. The Grievance Committee cannot make a de novo decision or substitute its judgment for that of the decision-making committee or administrative supervisor responsible for the decision.

2. Procedures:

- a. Individuals with a grievance should discuss the grievance with the Dean of Students.
- b. Failing resolution, the individual may petition the Grievance Committee to hear the complaint. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed.

- c. The Grievance Committee shall be the Conduct Board. The Committee, following the limits addressed in Section A ("Scope of Review") will attempt to make its report within ten days. If recommendations are made to the President, the President will inform the Committee of his disposition of the matter.

B. Disability Discrimination

Lake Forest College does not discriminate on the basis of a disability against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

PROCEDURES:

Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of a disability. If a member of the student body feels there is reason to believe that discrimination because of disability has occurred under Section 504 of the Rehabilitation Act of 1973, a grievance should be handled in the following manner:

- a. Individuals with a grievance should notify the President's Office of their grievances, in writing, within seven days of the alleged incident.
- b. Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.

Retaliation Policy

The College will not retaliate, nor will it tolerate retaliation, against individuals who complain in good faith about harassment or discrimination based on a legally protected characteristic.

Harassment Free Environment

The College prohibits harassment of an individual based race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service, or any other characteristic protected by law

Prohibited harassment includes, but is not limited to, epithets, slurs, intimidation, negative stereotyping, threats, assault or any physical interference with the individual's normal work or movement. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the College's premises that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above.

Pets on Campus

Dogs and other pets are not permitted inside campus buildings, unless authorized by Public Safety as service animals for students, faculty, or staff members with disabilities.

If a student, faculty, or staff member brings pets onto outdoor areas of campus, they must always consider the safety, health and potential fears others may have in the presence of animals. Dogs must be leashed and/or under an owner's physical control at all times, and may not be permitted to run at large, i.e., to run or roam outside the owner's control. Public Safety may ask a student, faculty, or staff member to remove a pet from campus if the pet is violating these rules, creating a nuisance or otherwise disturbing a member of the campus community.

Pet owners are responsible for cleaning up waste left by their pet on campus, and failure to do so will result in the pet no longer being allowed on campus. Pets must also be licensed and wearing identification tags.

Student Posting Policy

Because the College hopes to avoid cluttering our campus with too many posters and flyers, or with posters and flyers that are unclear or inaccurate, students are asked to adhere to the following guidelines for posting in, on, or around, campus buildings. It is especially important the students plan ahead as they organize the marketing efforts for their events. This policy is designed to support the mission of Lake Forest College and to ensure equal access of campus posting areas to all students and registered student organizations.

General Guidelines

- All student & student organization flyers, pamphlets, and posters must be approved and stamped by professional staff in the Gates Center before they are hung on campus or in the community. The Gates Center is located in the Stuart Commons across from the Gus & Margie Hart Dining Hall.
- Department and office flyers, pamphlets and posters do not need to be stamped by the Gates Center.
- Approved literature may be posted for a maximum of one week unless an extension is given approval by the Gates Center. This includes flyers announcing general meeting times (e.g., "Chess Club meets every Tuesday evening at 7 p.m.")
- Only posters and flyers promoting College-approved events will be eligible for posting, with the exception of campaign postings for student elections.
- Posting policies related to Student Government campaigning will be determined each year by the Student Government Election Committee.
- A maximum of thirty flyers may be posted by any organization at one time throughout campus.
- All material must have the name of the sponsoring department/student organization clearly identified.
- All materials advertising social events must list beginning and ending times.
- Within 24 hours of completion of the event, the individual or organization must remove all posters.
- Postings that do not adhere to the posting policy will be taken down and discarded.
- Community members who wish to post something other than flyers can request permission from any member of the professional staff in the Gates Center.
- Posting cannot contain any material that is inconsistent with the community standards of Lake Forest College. No postings will be approved advertising or implying the sale or use of alcoholic beverages, making references to drugs, and/or referencing prurient or lewd material.
- All flyers and posters must contain information about providing access for people with disabilities.

Mohr Student Center and Stuart Commons

- Stuart Commons/Mohr Student Center bulletin boards may be reserved through the Gates Center for 5 days by registered student organizations, administrative offices and academic departments, faculty, and staff.
- A maximum of five flyers and one large poster per event may be posted in the Stuart Commons. No flyers may be hung in the Mohr Student Center.
- Flyers are allowed only in the poster strips. No flyers can be hung on walls, doors, or windows.
- Large posters may not exceed 30" by 40".
- Large posters may be posted no more than 5 days prior to the event.
- Large posters can only be hung in the poster strips or on reserved bulletin board space. No posters can be hung on walls, doors, or windows.

Residence Halls

- All flyers must be approved and stamped by the Office of Residence Life.
- Postings in residence halls are limited to one flyer per Resident Assistant for a total of 37 flyers.
- The Office of Residence Life will distribute the flyers to the Resident Assistants to be hung on each floor.

Academic Buildings

- Flyers and posters must be confined to bulletin boards and designated posting areas.
- Posting on unapproved walls, windows, and doors is strictly prohibited.
- There may be only one poster or flyer publicizing a given activity on any bulletin board.

Window Painting

- Approved student organizations are allowed to paint designated windows in the Mohr Student Center and Donnelley and Lee Library.
- The Mohr Student Center windows must be reserved through the Gates Center and Mohr Student Center Committee. The windows can be reserved for up to 5 days.
- The Donnelley and Lee Library windows must be reserved by completing the Window Painting Contract, available from LIT staff in room 131.
- Window paint and paintbrushes are available from Boomer's Den in the Mohr Student Center.
- The student organization is responsible for cleaning the windows. If they are not cleaned thoroughly, the student organization will be charged for having the windows professionally cleaned.

Posting by Off-Campus Groups

- All postings by off-campus individuals and organizations must be approved by the Gates Center in advance.
- Off-campus individuals and organizations must comply with the same guidelines set for campus organizations.

Chalking guidelines

- It is permissible for any registered student organizations to chalk on college sidewalks.
- Only concrete sidewalks may be chalked. Absolutely no chalking on bricks, walls, floors, or other surfaces.
- Chalking is to be done primarily to make announcements about departmental and organization activities.

Sports & Recreation Center Policies

A Lake Forest College ID issued by Public Safety is required for entry into the Sports and Recreation Center and the Ice Rink. Students in their final semester at the College will be allowed access to the facilities through mid-August following graduation. Each student is allowed 20 guests per year, which includes the summer months. To register, guests must be accompanied by their student host, have a valid photo ID, and sign a liability waiver upon entry. A parent/guardian signature is required for guests under the age of 18. Guests under the age of 16 are not permitted on any cardiovascular or weight room equipment.

Excluding reserved time slots, recreational use of the facility is available on a first come first serve basis. Students are allowed to reserve the handball/racquetball courts (1 hour time slots) and batting/golf cage (30 minute time slots) at the front desk no more than 72 hours in advance, in person or by phone. First time pitching machine users are required to register with the Coordinator of Athletic Facilities and Equipment. Students can also reserve facility space for open organized events, but must get prior approval from the Gates Center. Students who have received approval for an organized event should contact the Operations Director for Athletic Facilities no later than two weeks prior to the event with dates, times and other needs.

Specific facility rules are outlined on permanent signage throughout the Sports and Recreation Center. It is the responsibility of all patrons to be aware of and observe all rules and verbal instruction from the Sports and Recreation Center staff. Failure to do so will result in loss of facility privileges. The use of athletic facilities for individual sports lessons and/or personal training of any kind, regardless of compensation, is prohibited.

Family Educational Rights and Privacy Act Notice

Lake Forest College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, by publishing an annual notice to students explaining your rights under the act in the Student Handbook.

1. Upon written request, students may inspect and review their educational records by submitting their request to the office responsible for maintaining such records (i.e., Registrar for academic records, Associate Dean of Students for conduct records). Lake Forest College will endeavor to provide the student an opportunity to inspect and review his or her educational records within a reasonable time after receiving the request, not exceeding 45 days from the receipt of the request. Students' educational records are maintained under the supervision of the Registrar and Dean of Students.
2. Students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including public safety and health services staff); a person or company with whom the college has contracted; a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or professional responsibilities. Another exception to the act permits the college to share educational record information with parents or guardians of dependent students. In general, the college will share information related to the student's academic performance, progress toward graduation, any indebtedness, and involvement in matters that may lead to suspension or dismissal.

3. As required by the act and regulations, Lake Forest College maintains a record of written requests for personally identifiable information whether or not such requests are granted. Each student has the right to inspect and review the record of written requests for disclosures of personally identifiable information which is maintained in his or her permanent record.
4. Lake Forest College designates the following information as directory information: the student's name; address, home telephone listing, college email address, residence hall room extension, class year, date and place of birth, major field of study, faculty advisor, classes, parents, participation in officially recognized activities and sports, weight and height and photograph of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student. An on-line photograph of the student will also be published to the Lake Forest College community only. Students have the right to withhold disclosure of the above information by notifying the Dean of Students in writing. Students should consider carefully the consequences of any decision made to withhold directory information, as any future requests for such information from non-institutional persons or organizations will be refused. Lake Forest College will honor students' requests to withhold directory information but cannot assume responsibility to contact students for subsequent permission to release directory information. Regardless of the effect on the student, Lake Forest College assumes no liability for honoring a student's instructions that such information be withheld. In addition, the college assumes no liability for information disclosed by student or other groups associated with, but not under the direct auspices of, Lake Forest College. Students must take additional measures to inform fellow students and student groups of their wish for their information to remain off of printed or online lists, programs, and the like.
5. A student has the right to request amendment of his or her educational records to ensure that the educational record information is not inaccurate, misleading, or in violation of the student's rights. The procedure to seek amendment of a student's educational records is as follows:
 - a. A written request must be submitted to the office responsible for maintaining the record (i.e., Registrar for academic records, Associate Dean of Students for conduct records) stating the reason a student seeks to amend his or her educational record and attaching any supporting documentation to the request.
 - b. Within a reasonable time after receiving the request, but in no event longer than 45 days, the Registrar or Dean of Students will issue a decision in response to the student's request. If the decision is unfavorable, the student has the right to a hearing before the Academic Appeals Board (for academic records) or the Dean of Students (for conduct records) on the request to amend.

- c. In the event of an unfavorable decision by the Academic Appeals Board and/or Dean of Students, the student has the right to include a written statement setting forth his or her reasons for disagreeing with the decision on the matters presented in the request to amend the records.
- d. Each student has the right to file a complaint with the United States Department of Education concerning alleged failures by Lake Forest College to comply with the requirements of the act and the regulations passed pursuant thereto.

News Releases and Photo Release

Lake Forest College reserves the right to disseminate information highlighting student achievements and honors on the College website and to a student's local community newspaper through the *Hometown Press Release Program*.

Photographs and videos are taken for a variety of purposes on campus and at College related events. Lake Forest College reserves the right to use a student's photo and/or video, audio files for the College's communication, news, marketing, and promotional purposes during their time at the College and beyond.

Any student who wishes to be exempt from this policy should contact the Dean of Students.

Property Loss or Damage

If a student sustains a loss, the College is not liable for the replacement of such loss. The College is not responsible for theft or destruction of personal property. Lake Forest College does not provide insurance for personal belongings such as, but not limited to, bicycles, automobiles, televisions, stereos, computer equipment, and clothing. It is strongly recommended that valuables be covered by a homeowner's or renter's insurance policy. Students should work with their roommates to ensure the common protection of property. Room doors should be locked when the room is unoccupied. In the event of damage by fire, water, steam, the elements, or other agents that renders a room unfit for occupancy, the College reserves the right to reassign the student to alternate College housing accommodations. The College shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions of third persons. The College is not responsible for loss or damage due to any situation beyond its control.

Smoking Policy

In accordance with the laws of the City of Lake Forest, smoking is prohibited in all campus buildings and within 25 feet of any building entrance.

Violations of the smoking policy should first be brought by the aggrieved individual to the attention of the individual smoking. If the violation continues, it should be reported to the Residence Life staff, if by a student in a residential building, or to the Department of Public Safety if by a non-student or outside of a residence hall. Cigarettes will not be sold on the College campus.

Smoking tobacco in hookah pipes is permitted in designated smoking areas only (one each on North, Middle, and South campus) between the hours of 5:00 p.m. and 5:00 a.m. All hookah pipes must be registered with the Department of Public Safety in advance, at which

time they will be tested for controlled substances. Hookah pipes that are found to have been used with controlled substances will be confiscated and the owner will receive a Notice of Alleged Violation for possession of drug paraphernalia.

Vehicle Registration, Penalties, and Parking Regulations

Lake Forest College is a residential pedestrian campus with a limited number of parking spaces on campus. Therefore, it is necessary to restrict the availability of parking not only for philosophical reasons but also for purely practical ones – there simply are not enough spaces to provide parking for everyone who would like to have a car on campus.

The following information will articulate the College's policy related to registration of vehicles, penalties for violation, and parking regulations and rules. Through inclusion in the Student Handbook, all students are expected to know and abide by these policies.

Vehicle Registration

All vehicles that are parked on this campus must be registered with the Department of Public Safety.

Permit Eligibility

Parking is limited to junior and senior residents and commuter students. Payment for the permit must be made in the Business Office or on-line. Students should bring their Business Office receipt (or printed e-mail receipt) to the Department of Public Safety, along with their vehicle registration (to prove ownership) to obtain their permit sticker.

Students eligible to register autos cannot register a motor vehicle belonging to a friend, relative, etc., of another currently enrolled student. Any violation of this nature will result in immediate revocation of the campus permit and possible sanction for deceptive practice.

First-year and second-year residential students are not permitted to acquire a regular permit (although a limited number of temporary permits are available to them per semester) except in rare and demonstrated cases of extreme need or hardship, or for documented medical reasons.

- Students seeking a waiver to obtain a permit for medical reasons must submit a Special Needs Request through the Office of Residence Life (which can be found on-line at my.lakeforest.edu).
- Demonstrated cases of extreme need or hardship waivers (which only last for as long as a demonstrable need continues) require submission of an application form which may be picked up in Public Safety or found on-line <http://www.lakeforest.edu/about/ourcampus/safety/parking.php>.

All exceptions must be requested and approved prior to bringing a vehicle on campus.

Fees

Vehicle permits purchased at the beginning of the fall semester cost \$200 for the academic year. Students who, for whatever reason, do not need their permit for the spring semester can remove the sticker and bring it to Public Safety who will inform the Business Office that a credit/refund is due.

Vehicle permits purchased at the beginning of the spring semester cost \$100 for the academic year.

Permits purchased after a semester has started will be charged a pro-rated amount. Permits returned will be issued a credit/refund on a pro-rated schedule.

Students whose vehicle will no longer be used (due to a sale, un-drivable due to an accident, etc.) must return the permit in order to not be charged for a replacement.

Additional Permits for Commuter Students

Commuting students who have purchased an academic year permit for their primary vehicle and who find it necessary to use a different vehicle on a regular basis may purchase an additional permit for a fee of \$25. Payment for the additional permit may be made in Public Safety (check or cash) and the student must present their vehicle registration (to prove ownership) to obtain their permit sticker. The sticker must also be affixed to the additional vehicle as previously described.

Temporary Permits

Students not entitled to regular permits can obtain for a temporary permit for a period not exceeding one week (seven days) per semester at a fee of \$2 per day. Payment for the temporary permit may be made in Public Safety (check or cash) and the student must present their vehicle registration (to prove ownership) to obtain their temporary permit. The temporary permit must be displayed by hanging it from the mirror with the location authorized facing forward so it can be seen through the windshield.

Temporary Permits for Medical Reasons

Students who require a temporary permit for medical reasons will be required to provide a physician statement/note explaining the need for such a permit. The note must identify an expected expiration date when the accommodation will no longer be needed.

If the medical need is result of an injury sustained during athletic team participation, the physician statement/note must be confirmed by the College's Athletic Training Staff. If the medical need is imposed by Health & Wellness as a condition of continued enrollment, confirmation must be obtained by the Director of Health & Wellness. All other physician statement/notes will be confirmed by Health & Wellness staff.

Temporary medical permits will be issued in no more than 15 day increments and will require a newly dated physician statement/note explaining the need extending the accommodation. Reconfirmation of the physician statement/notes will also be required as stated above. The note must identify an expected expiration date when the accommodation will no longer be needed.

The identified medical need will determine which campus (North Only, Middle Only, South Only, All Campuses) parking will be approved for.

At the time of registration, the student must present their vehicle registration (to prove ownership) to obtain their temporary permit. The temporary permit must be displayed by hanging it from the mirror with the location authorized facing forward so it can be seen through the windshield.

Display of Parking Permit

Permits must be displayed by completely affixing them using the permit's adhesive on the rear window, driver's side. If the rear window is tinted, the alternate location is on the driver's side front windshield. Motorcycle permits must be mounted on one of the front forks. Permits affixed in any other manner are deemed a violation and subject to a fine for "Improper Display."

A regular permit holder who parks a vehicle on campus other than the one registered (usually for emergency reasons), must obtain a temporary permit in Public Safety immediately upon arrival to campus with the vehicle. Under these circumstances, there will be no charge for the temporary permit, which must be displayed by hanging it from the mirror with the location authorized facing forward so it can be seen through the windshield.

Visitors / Guests with Vehicles

Students who have visitors to campus who drive are required to register the visitor's car upon their arrival. This can be accomplished at the same time and on the same form that is used to register the visitor as their guest. The form is located on My.LakeForest. Students who fail to have their guests register their vehicles may be held responsible for tickets issued to that vehicle.

Penalties

Penalties for violations vary with the severity of the infraction. All fines must be paid at the Business Office or online with a credit card.

The following violations carry a \$100 fine:

- Parking In A Handicapped/Disabled Space*
- Reckless Driving
- Stop Sign Violation
- Immobilization (Boot)
- Repeated Offenses

The following violations carry a \$50 fine:

- Speeding
- Blocking A Fire Lane*
- Blocking A Roadway Or Driveway
- Driving The Wrong Direction
- Driving On Grass Or Pedestrian Path
- Parking On A City Street Surrounding The College
- South Campus Parking Restriction Violation

The following violations carry a \$25 fine:

- No Valid Permit Displayed
- Improper Display Of Permit
- Posted No Parking
- Not A Valid Marked Space
- Posted Faculty & Staff Only
- Posted Resident Reserved
- Posted Visitor Parking

The following violations carry a \$20 fine:

- Permit Not Valid For Campus (Parking On Wrong Campus)
- Parking On Grass
- Parked In 2 Spaces

**Fire Lane and Handicapped parking violators are also subject to ticketing by the Lake Forest Police Department.*

In addition to monetary penalties identified on the parking citation for the observed infraction, the College may

- Add an additional \$100 Repeat Offense fine on the fourth (4th) and every subsequent ticket issued,
- Revoke the parking privileges of any person who is cited for any reckless driving,
- Revoke the parking privileges of any person who receives a total of eight (8) parking violations during the course of the current and two previous semesters.

In these situations, all fees already paid will be forfeited. Any vehicle that is found to be on campus after written notice has been issued for its removal will be subject to such action as the College deems appropriate which will likely include towing at the owner's expense.

Students whose unregistered vehicles required immobilization may no longer be permitted to obtain a permit (if eligible). Penalties are not forgiven because the vehicle is registered after receiving citations.

Exceeding the posted speed limit may be considered reckless driving at the Officer's discretion. Driving on the grass or the sidewalk may also be considered reckless driving.

False registration of a vehicle will lead to loss of parking privileges as well as forfeiture of any fees paid. Aside from the preceding penalties, the College reserves the right to take whatever action is deemed necessary or appropriate in any given situation.

Vehicle Immobilization

Any vehicle that is found to be in violation of campus traffic rules and regulations or the Illinois State Vehicle Code may be immobilized or towed at the owner's expense at the discretion of the College.

Unregistered vehicles will be immobilized or towed at the owner's expense at the discretion of the College after receiving multiple citations.

Appeal of Traffic Citations

Tickets may be appealed to the Director of Public Safety within seven days of the date of issuance. The following violations may not be appealed unless the ticket was issued in error by the Officer:

- Parking too close to a fire hydrant (15-foot distance);
- Parking in a disabled space;
- Blocking a fire lane;
- Parking so as to block a roadway or driveway (to include a building delivery area, garbage pick-up area, and other truck or loading zones);
- South Campus Restriction Violation;
- Parking on a City street; and
- Parking on the wrong campus

Unlicensed, Improperly Licensed, and Inoperable Vehicles

Unlicensed, improperly licensed, and inoperable vehicles may not be left on campus for extended periods while the owner is absent (that is, summer vacation, winter vacation) without the expressed consent of the Director of Public Safety.

Parking Regulations

The issued permit identifies which campus a student can park their car on (North, Middle, South, or All Campuses) weekdays between 7:00am to 4:00pm (unless another restriction applies). Eligible residential students will be issued a permit for the campus on which they reside. Commuter students are issued "All Campus" permits.

All three campuses will be open to all registered vehicles weekdays from 4:00pm until 7:00am, and anytime on Saturday & Sunday (unless another restriction applies). This includes spaces designated as Faculty & Staff parking, but excludes those restricted spaces near Faculty & Staff housing on South Campus (on Maplewood near Washington Road) which will remain no student parking. However, in order to allow students enough time to drop off a book, copy a paper, or make any other type of quick stop that may need to be accomplished, between 7:00am and 4:00pm on weekdays, students may park a properly registered vehicle on a campus other than the one designated by their permit provided the following two conditions are met:

1. They are parked in a student-permitted space for less than 15 minutes, **and**
2. The vehicle's hazard flashers are on.

Student parking is prohibited in all spaces designated as Visitor Parking on any campus (excluding those near the Mailroom/Bookstore entrance) at any time.

Students may not park in any spaces on campus designated as Reserved for RL Staff, Residents Only (Campus Circle), or any location that is not marked as an identified parking space at any time for any reason unless otherwise directed to do so.

Students enrolled at Lake Forest College are not permitted to park on City of Lake Forest streets surrounding the College. Vehicles found in violation will be subject to a \$50 fine for each occurrence by the College.

South Campus Parking Athletic Event Restrictions

Lake Forest College hosts a number of athletic contests that require the College to provide as much on campus parking for Forester parents & friends, visiting team parents & fans, and guests to the College and in doing so limit congestion on the streets surrounding the College. To accomplish this, **students will be prohibited from parking anywhere on South Campus from 10:00am until 6:00pm on the following dates:**

- Saturday, September 13, 2014
- Saturday, September 20, 2014
- Saturday, October 18, 2014
- Saturday, November 8, 2014
- Saturday, November 15, 2014
- Saturday, January 31, 2015 (*Sports Center/Ice Rink Lot Only from 12pm until 8pm*)
- Saturday, February 7, 2015 (*Sports Center/Ice Rink Lot Only from 12pm until 8pm*)
- Saturday, February 14, 2015
- Sunday, February 15, 2015
- Saturday, March 21, 2015 (*Beginning at 8am until 6pm*)

On these dates, students may move their cars to Middle or North Campus any time after 4:00pm on Friday unless otherwise directed by email from Public Safety. Students who moved their cars to another Campus should plan to return to a parking lot that their permit defines any time after the restriction ends and must be moved before 7:00am Monday morning.

Should any additional dates be added, or adjustment of a restriction's timeframe become necessary, students will be notified by campus-wide email.

"South Campus" is defined as the Halas Hall lots, Buchanan Hall lot, the Ice Rink/Sports Center lot, the Hixon Hall lot, and spaces along Maplewood/South Campus Drive between Sheridan and Washington Roads.

Winter Break Parking

Students who have registered cars and wish to leave their cars on campus during the winter break are required to register with Public Safety before doing so and leaving campus. Public Safety will designate a specific area cars are to be parked during this break and must be returned to the campus the vehicle is permitted for by 7:00am on the 1st day Spring Semester begins. All parking rules and regulations remain enforceable unless otherwise notified by Public Safety.

Summer Session Parking

During the summer months, registration is still required but no fee is charged nor are there any eligibility requirements other than being a registered student. Between the day following Commencement until the first day of class in the fall, all parking rules and regulations remain enforceable except for parking on the campus identified by the issued permit.

City of Lake Forest – Beach Parking

A City of Lake Forest vehicle permit or beach permit is required and is enforced by the Lake Forest Police Department. Please contact the City of Lake Forest Finance Department at 847-810-3622.

The campus speed limit is 15 M.P.H. Please drive carefully.

Use of College Vehicles

Reservations of college vehicles are coordinated through Facilities Management ext. 5040.

Facilities Management currently has two 15-passenger buses and three 7-passenger minivans that can be reserved for College-funded and College-sponsored activities. Only approved registered faculty or staff members may drive either the 15 passenger buses or the 7-passenger minivans. Only approved registered students, who are at least 20 years of age and a junior-level or above student may drive the 7-passenger minivans. Persons not associated with the College community are not permitted to operate or ride in the vehicles.

To become registered as an approved driver each applicant must visit the Department of Public Safety to complete, sign and submit an Individual Driver Record Request Authorization form. A legible copy of the applicants U.S. driver's license must also be provided. Licenses from foreign countries cannot be accepted.

Each applicant's information will be submitted to the Department of Motor Vehicles to obtain a current motor vehicle report (MVR). The MVR will be evaluated to determine if the applicant's driving history achieves compliance with the College's auto insurance carrier's requirements (a copy of which may be obtained from the Department of Public Safety). Anyone failing to achieve compliance with the insurance requirements will be prohibited from operating a college vehicle.

Applicants with approved MVR's will be assigned an on-line driver training program. After passing the training program exam, the applicant will be informed by Public Safety to contact Facilities Management to schedule a road test. Upon successful completion of the road test Facilities Management will provide the approved driver a copy of the current vehicle rental policy and Cellular Phone Policy while Driving. Both policies must be reviewed and signed.

A faculty or staff sponsor must approve a van reservation; students may not reserve vans. A sponsor who approves the reservation or accompanies a trip does not necessarily have to drive or be a registered driver. To make a reservation, a van reservation form must be filled out completely and submitted to Facilities Management at least 72 hours in advance.

Reserved vehicles are available on a first-come, first-served basis.

Certain other restrictions that affect driving distances, "co-pilots", and accompaniment by an adult over the age of 25 also may apply. These conditions are listed in the written van policy. The driver is expected to know and abide by these restrictions as a condition of using a vehicle.

The cost of reserving vans is \$1.00/hr and \$.50/mile. Misuse or damage of vehicles will be the responsibility of the assigned driver and the faculty advisor who authorized the van rental.

In the event of any accidents or problems during a trip, contact Lake Forest College Department of Public Safety immediately at 847-735-5555.

Fundraising by Student Organizations

College policy allows student organizations to work with the Office of Development and Alumni Relations to seek external financial support for special projects. The intent of the following policy is to provide guidelines to ensure success for student organizations while not interfering with the College's overall fundraising efforts.

Fundraising for Campus Programs and Organizations

In many instances, students cannot apply for gifts on behalf of the College, so students seeking to raise funds for their organizations and programs should follow these guidelines:

1. Fundraising activities for student organizations must first be approved by the appropriate faculty member, advisor, or administrative liaison.
2. If proposed plans include approaching alumni, parents, friends, the community, or corporations, a representative of the student organization should contact the Vice President for Advancement at ext. 6000. The Vice President or an appropriate member of the Development and Alumni staff will discuss with interested students the proposed project; the list of individuals and organizations to be approached; timing; and an appropriate fundraising strategy for the external funding sources. The staff will help guide students so their efforts will be the most successful possible.
3. If the development staff determines it is needed, the representative of the student organization must work with the Associate Controller (ext. 5039) to create an appropriate budget account for the project.
4. All gifts must be sent to the Office of Development and Alumni Relations to be recorded, receipted, and given to the Business Office to be deposited into the assigned budget account.

5. If appropriate, the Office of Development and Alumni will provide mailing lists to assist with fundraising efforts.
6. All checks must be made out to Lake Forest College, and the purpose of the gift should be noted in the memo section of the check, in an accompanying letter, or in a tractable return envelope to ensure that it is placed into the accurate budget account.
7. The student organization, in consultation with the Office of Development and Alumni Relations, will be responsible for the implementation of the fundraising effort, related expenses, and the acknowledgment of gifts. Donors will receive an institutional acknowledgment letter from the Office of Development.

Fundraising on Behalf of National Organizations and Other Charitable Causes

In some cases, a student organization would like to raise funds on behalf of cause-related or service-oriented organization other than Lake Forest College. Students must adhere to the following guidelines so that funds are raised in an ethical manner with a clearly defined intent.

1. The organization must be registered as a non-profit organization with the Internal Revenue Service.
2. Any checks must be made out in the organization's name, and turned over to the organization for receipting. Any receipts or declaration of tax-deductible status must be made by the organization.
3. Checks made out to "Lake Forest College" will not be accepted nor receipted, and will be returned to the donor. As such, funds cannot be used for student participation in activities, unless they are officially sponsored by Lake Forest College.
4. The Office of Development and Alumni will not provide mailing lists for such efforts, and promotion of such events is limited to post-event promotion.
5. All fundraising events must be within state law and local ordinance.
6. All efforts must comply with the College's alcohol and risk management policies.
7. Students participating in the fundraising must clearly market and promote their efforts as being associated with the charity, and not with Lake Forest College.
8. Questions regarding this policy may be directed to the Office of Development and Alumni Relations.

Reservations of Campus Facilities

Room reservations for on-campus activities are made through the online scheduling system Ad Astra – astra.lakeforest.edu and approved by the Gates Center.

Student Groups should use the applicable event form when requesting a space for an event.

Rental to an outside person or group of the Glen Rowan House, Lily Reid Holt Chapel, Calvin Durand Hall and the Mohr Student Center for social events should be made by contacting The Director of Special Events, ext.6030.

Rental of any room or building to an outside person or group for summer conferences should be made by contacting the Director of Summer Conferences at extension 6132. All academic year rentals (excluding non-social events) should be made by contacting the Operations Director for Academic Year Conferences, at extension 6136.

Keys to Academic Buildings

Student requests for academic keys must be accompanied by two signatures on the associated key card. One signature must be from the sponsoring professor, the other from the Office of the Dean of the Faculty, North Hall. All academic keys must be returned to Facilities Management by May 1 unless the sponsoring professor provides a letter indicating the period that the key will be needed. The charge for keys not turned in by May 1 will be \$25 per key. The student is responsible for the key and the fine. Students are not allowed to return keys to their professors or to drop unidentified keys into Facilities Management's key slot.

Use of Video/Audio Surveillance Equipment

Lake Forest College reserves the right to use video or audio surveillance equipment for the protection of persons or property. No persons may use surveillance equipment except with authorization, which may only be obtained by the Director of Public Safety after consultation with the President, the Dean of Students, or the Vice President of Business.

Solicitation by Off-Campus Individuals or Organizations

(including commercial sales, fundraising, and distribution of literature)

General Policies

No person (which includes individuals and organizations) other than Lake Forest College students, faculty, or staff, including such College-recognized organizations as they may form, may distribute literature, advertise, solicit, seek donations, or make sales on campus without the express authorization of the Director of the Gates Center.

Specific Policies

A. Commercial Sales: The Director of the Gates Center may grant permission for solicitations and sales by off-campus concerns. Such permission, when granted, will be subject to such limitations as the Director of the Gates Center may prescribe.

B. Charitable, Political, or Religious Solicitation: As a rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. However, representatives of such off-campus groups who are acting on behalf of candidates for public office or of bona fide political or religious organizations may request permission to sell or distribute their political or religious literature under the following guidelines:

1. Non-members of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations and who wish to seek permission to distribute and/or sell political or religious literature on the campus must apply to the Gates Center between 9:00 a.m. and 5:00 p.m., Monday through Friday.
2. The only site where political or religious literature may be sold or distributed is on the Simpson Balconies of the Mohr Student Center.
3. The sale or distribution of political or religious literature will be limited to the hours between 9:00 a.m. and 5:00 p.m., five days a week.
4. No more than two individuals from the same organization will be allowed to distribute or sell political or religious literature at any one time.
5. The sale or distribution of political or religious material by off-campus individuals or groups will be limited to once a month on behalf of any individual or group; but upon petition to the Dean of Students, this restriction may be waived at the sole discretion of such Dean.
6. Lake Forest College students, staff, faculty, and their respective organizations will have preference in the use of the campus facility described above in paragraph B.2

over off-campus individuals or groups wishing to distribute or sell political or religious literature.

7. Harassment of members of the College community by those selling or distributing political or religious literature, or the sale or distribution outside of the Mohr Student Center or location for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature.
8. Permission regarding requests under these guidelines may not be granted in particular instances if it appears that any special circumstances relating to College activities may be impeded thereby or that such permission to sell or distribute political or religious literature may place an unacceptable burden on the College's public safety forces and administrative staffs.

Movie and Film Screening Guidelines

Public viewing of movies is strictly regulated by the Motion Picture Association of America. The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a film carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

Furthermore, copyrighted movies borrowed from other sources such as public or college libraries, colleges departments, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

The concept of "public performance" is central to copyright and is the main issue of protection for these intellectual properties. Most of the persons participating in movie productions depend upon royalties for a major portion of their payment for work performed.

Royalties are the shares paid to movie producers, script writers, authors, computer programmers, playwrights, musicians, inventors, etc. out of the proceeds resulting from the sale, performance or use of their work. If these men and women lose ownership of their work and do not receive royalty revenue, much of which is collected through licensing fees, there will be little incentive for them to continue to invest their time, research and development costs to create future endeavors. If this happens, they must then look to the U.S. Copyright Law for assistance. Consequently, if their intellectual creations are being used by others who are not paying compensation (royalty) for the use, copyright law may need to be enforced.

Films or film clips may not be used as, or as part of, an event or entertainment unless the public performance rights (copyright) has been purchased or secured. Films or film clips that people purchase or rent are intended for home viewing use only. These movies are permitted to be viewed within the confines of a student's residence hall room to a private audience. However, no public announcement or advertising may occur as it turns the private audience into a public one (even if the viewing still occurs in a private residence hall room) thus making the movie subject to public performance guidelines.

With the exception of a Lake Forest College faculty member showing a film to an officially registered class at the College (see face-to-face exemption below), all other public showings on campus are prohibited unless a public performance right is secured. This is true regardless of the number of people who attend and/or whether or not admission is free. These guidelines apply, but are not limited to, classrooms (while not in use for officially registered classes); auditoriums; theatres; residence hall lounges; student organization lounges; Dining Hall; Glen Rowan House; Library rooms; outdoors; and all spaces in Stuart Commons and the Mohr Student Center.

Therefore anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for film currently runs between \$200-\$800 per showing for popular titles. Swank Motion Pictures is a film distributing company and the sole provider of film copyright to Lake Forest College. Swank maintains an inventory of films that can be applicable to any occasion. Please check out their website for a listing of available titles: <http://colleges.swankmp.com>. If you are interested in showing a film, please fill out the Film Request Form on My.Involvement and SPARK will acquire the rights for you. Your organization or department is responsible for payment and will need to provide an account number upon completion of the request form. Films not available through Swank Motion Pictures will not be allowed to be shown for public performance on campus unless the film viewing falls into the Face-to-Face Exemption category.

Purchasing public viewing rights does not depend on variables such as audience size or charging of admission. Regardless if it is 3 people versus 300 people, size is not considered in determining if public viewing rights need to be purchased. (Size may, however, influence the amount of the public performance fee). Likewise you still have to purchase the copyrights even if you are offering the movie/film to the audience for free. Because we are a non-profit educational institution we do qualify for the face-to-face teaching exemptions. However, that does not mean that because we are a non-profit educational institution that all films/movies shown at Lake Forest College are exempt. Only those with an instructor present with students enrolled in his/her officially registered class qualify for the face-to-face exemption. This principle holds true no matter how much educational or intellectual value is contained in the film. The faculty member may show the film/movie outside the normal class period (at night for example), however, it is only for those students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; therefore library screening rooms, residence hall or student union lounges, cafeterias do not qualify. A faculty member cannot show it for his/her class and then open it up to the rest of the campus. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only include students registered for the class, the instructor and guest lecturer(s).

Violations of this policy will result in referral through the College's conduct process and may result in substantial penalties from the MPAA.

Speaker Policy

The following is excerpted from the resolution adopted by the Board of Trustees on December 2, 1963:

Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of

the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it.... In its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion. The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of Students.
3. If the Dean of Students objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented its resolution as follows:

The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to ensure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in sympathy.

Guests and Recruiters

Any guest to campus (e.g., speaker, recruiter) must be invited by a member of the campus community and or a recognized student organization. All guests and recruiters are expected to adhere to all campus policies including the College's non-discrimination policy. No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College. No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of

demonstrators or, in any other way, prevent students from exercising their right to demonstrate peacefully.

Whistleblower Policy

Purpose and Applicability

The purpose of this policy is to set forth Lake Forest College's policy on Board member, employee, volunteer, student, vendor, alumni and applicant disclosure of misconduct, including misconduct relating to accounting or auditing matters, and to protect Board members, employees, volunteers, students, vendors, alumni and applicants from retaliation in the form of an adverse employment and other action for disclosing what the Board member, employee, volunteer, student, vendor, alumni or applicant believes are improper or unlawful practices. This policy is applicable to all Board members, employees, volunteers, students, vendors, alumni of the College, and to applicants for jobs at the College.

Statement of Policy

It is the policy of Lake Forest College that a Board member, employee, volunteer, student, vendor, alumnus or applicant shall be free without fear of retaliation to make known allegations of misconduct existing within the College that he or she reasonably believes constitutes the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls, and auditing matters. It is further the policy of the College that a Board member, employee, volunteer, student, vendor, alumnus or applicant shall be free without fear of retaliation to make known allegations of misconduct existing within the College that he or she reasonably believes constitutes a violation of the College's stated policies, procedures or legal obligations.

A Board member, employee, volunteer, student, vendor, alumnus or applicant shall not take any adverse employment action or other action in retaliation against any individual or organization who discloses information regarding misconduct under this policy or who, following such disclosure, seeks a remedy provided under this policy or any law or other College policy. Retaliation for disclosures made under this policy may result in suspension, termination, cancellation of the applicable vendor contract, removal from campus or any other action the College deems necessary.

Process for Disclosure

An employee, volunteer, student, vendor, alumnus or applicant shall disclose all relevant information regarding evidenced misconduct to the following designated intake officers, in accordance with the subject matter of the disclosure:

Subject Matter

Intake Officers

ADA Rules Violation	Provost & Dean of Faculty (Michael Orr) Dean of Students (Robert Flot)
Discrimination	Provost & Dean of Faculty (Michael Orr)
Faculty Staff Handbook Violation Hostile Workplace Retaliation Wrongful Termination Waste of Institution Resources	Director of Human Resources (Agnes Stepek) Controller (Doris Dumas)
Harassment (including Sexual Harassment)	Director of Human Resources (Agnes

	Stepek) Dean of Students (Robert Flot)
Hate Messages	Dean of Students (Robert Flot) Director of Public Safety (Richard Cohen)
Financial Improprieties Fraudulent Accounting/Bookkeeping Illegal/Unethical Business Practices	Vice President for Finance and Planning (Lori Sundberg) Provost & Dean of Faculty (Michael Orr)
NCAA/Athletic Rules Violation	Director of Athletics (Jackie Slaats) Provost & Dean of Faculty (Michael Orr)
Safety/Security Issues Environmental Hazards Unsafe Workplace Conditions	Director of Public Safety (Richard Cohen) Director of Facilities Management (David Siebert)

If the disclosure is by a Board member, it shall be made to the Chair of the Board, unless the complaint involves the Chair of the Board, in which case the complaint shall be to the Vice Chair or the President.

Any disclosure shall be made in a signed written document within ninety (90) days of the day on which the complainant knew or should have known of the misconduct. If the Board member, employee, volunteer, student, vendor, alumnus or applicant would rather contact a source outside of the institution, he or she may contact **Campus Conduct Hotline (866-943-5787)** within ninety (90) days of the day on which the complainant knew or should have known of the misconduct.

- A. The intake officer shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
- B. In the case of disclosure of misconduct involving the designated intake officer, the disclosure shall be directed to the alternate designee. The alternate designee shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
- C. In the case of disclosure involving financial misconduct, the intake officer shall also provide the disclosure to the Chair of Budget & Audit Committee for his or her review and consideration.
- D. In the case of disclosure to **Campus Conduct Hotline (866-943-5787)** that does not involve financial misconduct, the President shall be entitled to receive a summary of the disclosure from the intake officer. At his discretion, the President shall have the authority to resolve the matter in accordance with College policies.
- E. If the disclosure involves the President, the disclosure may be directed to the Chair of the Board of Trustees.
- F. If the disclosure involves a member of the Board of Trustees, the disclosure may be directed to the Chair of the Board of Trustees.

Complaints of Retaliation as a Result of Disclosure

- A. If a Board member, employee, volunteer, student, vendor, alumnus or applicant believes that he or she has been retaliated against in the form of an adverse employment or other action for disclosing information regarding misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.
- B. For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. Other adverse actions include: dismissing, suspending or disciplining a student or changing or lowering a grade or evaluation of a student or negatively affecting the student's academic career; terminating or threatening to terminate a customer or vendor relationship; and unlawfully discriminating against an alumnus or volunteer. This policy does not prohibit an employment action or any other action that would have been taken regardless of disclosure of information.

Process for Adjudication of Complaints Stemming from Disclosure

- A. A Board member, employee, volunteer, student, vendor, alumnus or applicant must file a complaint with the intake officer or his/her alternate within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee, volunteer, student, vendor, alumnus or applicant should reasonably have had knowledge of the adverse action.
- B. Complaints shall be filed in writing and shall include:
 - 1. Name and address of the complainant;
 - 2. Name and title of individual(s) against whom the complaint is made;
 - 3. The specific type(s) of adverse action(s) taken;
 - 4. The specific date(s) on which the adverse action(s) were taken;
 - 5. A clear and concise statement of the facts that form the basis of the complaint;
 - 6. A clear and concise statement of the complainant's explanation of how his or her previous disclosure of misconduct is related to the adverse employment or other action; and
 - 7. A clear and concise statement of the remedy sought by the complainant.
- C. Within sixty (60) calendar days of receipt of the complaint, the intake officer or his/her alternate shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall provide the complainant with a determination regarding the complaint.
- D. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of the intake officer or his/her alternate shall be final.

POLICIES AND PROCEDURES - ACADEMIC

Requirements for the Bachelor's Degree

In order to receive the Bachelor of Arts degree, students are expected to complete 32 credits, fulfill the general education requirements, attain at least a 2.00 overall Lake Forest College grade point average (without rounding up), and complete the requirements of a major. Normally, a student is expected to fulfill graduation requirements within four years. Students, including transfer students, must fulfill these requirements.

Course Credits

Course Credits and Course Loads

Credit is earned, recorded, and tallied by courses rather than by semester hours. For conversion purposes, a course is valued at four semester hours. A normal course load is 4 course credits per semester, but a student may choose to take any load between 3 and 4.5 course credits to be granted full-time status. Courses in education that are required for certification but not credited toward a degree, private music lessons, or music ensembles may be added to the normal course load. Consult with the Registrar for complete information regarding credit for these courses. An overload is any course load in excess of 4.5 credits in a given semester. With the permission of the advisor, a student may register for an overload if the total is not greater than 5 course credits in any semester. (See *Tuition and Expenses* in the College Catalog for course overload fee.) A student has full-time status if he or she is registered for at least 3 course-credits load (the equivalent of 12 semester hours) per semester. Students register for a full course load for the entire year, unless they are seniors needing less than a full course load to graduate on time.

Credit Distribution

Exceptions to the following rules may be granted only by the Academic Appeals Board.

Of the 32 credits required for graduation, the following rules apply:

- At least 8 but no more than 15 must be taken in the student's major field. More than the minimum of 8 may be required.
- A student may not take more than 15 credits, including internships, in any single discipline (as listed in the College Catalog under the heading *Major and Minor Programs*).
- No more than 16 transfer credits (60 semester hours) may be counted toward Lake Forest College degree requirements.

Twelve of the last 16 credits earned must be Lake Forest College credits. The last 4 credits are required to be Lake Forest College credits. A student may petition the Academic Appeals Board for an exception to either of these rules. Students interested in studying off campus in their last semester should consult with the Assistant Dean of Faculty for Off-Campus Programs.

Academic Standing and Progress

Students with fewer than 7 completed credits are classified as first-year students. Those with at least 7 credits are classified as sophomores, those with at least 15 credits as juniors, and those with at least 24 credits as seniors. Normally, a student is expected to fulfill graduation requirements within four years.

Financial Aid and Satisfactory Academic Progress

A student receiving federal financial aid funds is subject to achieving and maintaining a minimum standard of progress toward their degree. Federal regulations require that the student complete at least 67% of the classes they attempt, and achieve a minimum 2.00 GPA while doing so. The Financial Aid Office must check this progress every semester. A student not meeting this standard will be given one semester of "warning" status by the Financial Aid Office to meet this progress. If after this semester of "warning" they still do not meet the standard, their financial aid will be "suspended."

If extenuating circumstances have made it difficult to meet satisfactory progress, the student can appeal their "Financial Aid Suspension." The appeal must include an academic plan (***approved by the advisor***) on how the student plans to meet this standard within a reasonable time-frame. Students who appeal and are granted an extension of the aid, will be placed on Financial Aid Probation, **on a semester-by-semester basis.**

Credit from Outside the College

Transfer Credit

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Courses at other accredited institutions that are in the liberal arts tradition, but do not have comparable counterparts at Lake Forest, may also be granted credit. Lake Forest students are required to receive prior approval from the College before taking coursework at other colleges. No more than 16 transfer credits can be counted toward Lake Forest College degree requirements. No courses with D grades may be transferred to the College. Plus and minus grades with the exception of grades of A+ earned at another institution will be recorded on the Lake Forest College transcript, but are not counted in the Lake Forest GPA.

Lake Forest College weighs its own courses at four (4) semester hours. Students may transfer in one 3-semester-hour course only for full Lake Forest College credit. All succeeding courses transferred from another institution will be weighted as fractions of Lake Forest College credit at the rate of 1 semester hour = $\frac{1}{4}$ Lake Forest College credit.

An official transcript from the issuing institution must be given to the Registrar's Office before any academic work done elsewhere may be accepted for Lake Forest College credit. The Registrar evaluates transcripts and awards transfer course credit; students may appeal decisions to the Academic Appeals Board.

Credit for Summer Work at another Institution

Enrolled students who plan to attend a summer session at a college in the United States other than Lake Forest must obtain prior approval for the proposed program of study. Forms for this purpose may be obtained from My.LakeForest. Transfer credits may not be accepted for students who fail to obtain approval. Upon approval of coursework, credits earned by a student at another college will be converted into Lake Forest College course credits and will be included in the student's total credits toward graduation, but the grades will not be used to calculate the grade point average. Refer to Transfer Credits (above) for specifics on how transfer credits are converted into Lake Forest College course credits.

Credit by Examination

Students may apply to pass a regular course by special examination without prior enrollment. Students will be charged for course credits they earn by examination. Consent of the instructor and approval of the Dean of the Faculty are required. Where appropriate, the instructor may set requirements in addition to the examination itself. For credit to be

awarded, a grade of C– or better must be earned on the examination, but the student's transcript will show only a CR (Credit). Special examinations are not allowed for courses that are usually part of pre-college curricula (for example, elementary languages or elementary mathematics) and are not normally allowed in courses previously audited or in which a student was enrolled.

Advanced Placement

Students who have successfully completed Advanced Placement (AP) courses and the appropriate Advanced Placement examinations provided by the College Entrance Examination Board may apply for College credit for this work. Only AP credits receiving a score of 4 or 5 will be accepted for Lake Forest College credit, except by departmental approval. Each department determines the specific amount of credit to be awarded, as well as the comparability to Lake Forest College courses. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department.

International Baccalaureate

Students who have successfully completed International Baccalaureate courses and taken the higher-level examinations provided by the International Baccalaureate Program may apply for college credit for this work. Grades of 4, 5, 6, or 7 on the higher-level examinations entitle students to at least one course credit; grades of 1, 2, or 3 are not granted credit. Each department will determine the specific amount of credit to be awarded. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department.

Grades and Academic Records

Basis of Academic Evaluation

Students shall be evaluated by their instructors solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

Grades

The College employs an A, B, C, D, F grading system. Faculty may append a plus or minus to all grades A through D, with the exception that there is no grade of A+. The grade of A is awarded for work of outstanding quality. The grade of B indicates good work, C satisfactory work, D marginal work, and F failure. A department may require a minimum grade in courses prerequisite to more advanced work.

Credit-D-Fail Option

Students may choose the option of receiving a notation of CR (Credit) to indicate a grade of C– or better in any course they take. Under this option, grades of D (no plus or minus), F, W, and WF are recorded on the transcript as usual. Application for this option, or for changing back to regular letter grades, must be made before the end of the first two weeks of the semester. The prior approval of the student's advisor is required.

Grade Point Averages

The grade point average (GPA) attained for each semester of a student's work, as well as the student's cumulative grade point average, is recorded on the student's official academic

record at the end of each semester. It is weighted according to course credit. Grade point averages are computed on the following basis:

A.....4.00	B-2.67	D+ 1.33
A-3.67	C+2.33	D 1.00
B+.....3.33	C2.00	D-..... 0.67
B.....3.00	C-1.67	F..... 0.00

Grades of CR, SCR, I, X, MW, W, J, and RS will not be included. A grade of WF is computed as a failing grade (0.00).

The Lake Forest GPA includes grades earned in Lake Forest College courses and in Associated Colleges of the Midwest (ACM) programs but does not include Washington Semester grades or grades earned while a student has studied off-campus under a consortium agreement or in coursework earned from other institutions.

Incompletes

Instructors are authorized to give incomplete grades and may record a grade of I (Incomplete) for a student who is prevented by illness or other reason beyond the control of the student from completing the requirements of a course. The student must complete the appropriate assignments and deliver them to the instructor no later than the end of the first week of classes of Spring semester if the incomplete was received at the end of the Fall semester, and no later than one calendar week after the close of the Spring semester final exams if the incomplete was received at the end of that semester. Instructors are required to submit the revised grade to the Registrar within three days after the expiration of the incomplete. Extensions of the deadlines are possible **only** with special permission from the Dean of Students. If the Registrar does not receive a revised grade by the appropriate deadline, a grade of F will be recorded in place of the I. This policy applies only to undergraduate work.

Grades of X

A grade of X may be assigned at the initiative of an instructor when a student who has been doing at least passing work in a course unexpectedly fails a final assignment. With the instructor's authorization, the student has the same amount of time to redo the assignment, or its equivalent, as is available for an incomplete, but in no case may the final revised grade be higher than a D+.

Grades of PR

A grade of PR (Progress) is used at the end of the first term of a two-term senior thesis or other independent study project if the student is making satisfactory progress. A final letter grade for both semesters will be entered when the project is completed at the end of the next term. Satisfactory progress is defined as a minimum of a C- grade for the work thus far completed. Accordingly, if a student receives a final grade of D or F in the thesis or other project, the PR grade as replaced cannot be lower than a C-. This policy applies only to undergraduate work.

Grades of RS

The RS grade, introduced in the fall of 1997, indicates that the requirements have been satisfied in a course without credit.

Student Teaching Credit (SCR)

The student teaching clinical experience is graded on a basis of SCR (Student Teaching Credit) to indicate a grade of B- or better needed for passing the student teaching course. Under this system, grades of F, W, and WF are recorded on the transcript as usual. This grade is only available to students accepted into the teacher certification program and enrolled in elementary or secondary student teaching.

Repeated Courses

Any course taken at Lake Forest College, except a First-year Studies course, in which a student received a grade of C- or lower may be repeated once with replacement of the earlier grade, as long as the repeated course has the same course number as the course whose grade it replaces, and is not repeatable for credit under its catalogue description (as are certain topics courses, etc.). This replacement is for the purposes of calculating GPA only: all grades received appear on the Lake Forest College transcript. This policy includes courses from which a student has withdrawn with a WF. A student may only take one First-year studies course during her or his time at Lake Forest College.

A course may be repeated with replacement of the earlier grade only once. After that, the grades in any further repetition of the course will stand and be counted into the student's GPA along with the grade for the second time he or she took the course.

Over the course of his or her Lake Forest College career, a student may repeat no more than two courses for replacement of a grade. Should a student repeat more than two courses over her or his time at the College, the grades earned for the first two of these repeated courses will replace the grades of the previously taken courses of the same number; the grades for any courses beyond that will be included in the student's GPA like any other course.

Semester Grades and Academic Early Alerts

Final grades are posted on My.LakeForest. Academic Early Alerts for all students, in courses where the student's performance is at that point a cause for concern, will be submitted to the Registrar's Office by the first day of the fifth week of both Fall and Spring semesters. Copies of Academic Early Alerts will then be sent simultaneously to students and their advisors.

The following students who receive Academic Early Alerts must submit a plan of action to the Assistant Dean of Faculty for Learning Support:

- First-year students (unless they have already earned more than 6.0 credits) or students in their second year who are still at first-year class standing.
- First-semester transfer students
- Students on Academic Probation

These students must respond within one week after the notice is sent, indicating the changes the student will make to improve her or his course performance. Copies of this plan will be sent to the student's advisor.

Transcripts of Academic Work

The Registrar's Office maintains a permanent, official academic record of registered courses for each student, which includes grades, credits, and other pertinent information. Students may request certified copies of their College transcript records. Official transcripts are

released only upon written authorization of individual students or alumni. Forms for transcript requests are available on My.LakeForest. The first requested copy is free of charge. The charge for additional transcripts is \$7. Currently enrolled seniors may order up to 20 official transcripts for graduate/professional school applications at a reduced rate of \$5 each. Students must clear financial obligations with the Business Office before transcripts will be released. A period of a week should be allowed for filling a transcript request.

The Dean's List

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. Only Lake Forest College course credits are counted. To be selected for this honor, a student must have received during the year at least six graded course credits, and must have received no more than two credits on the Credit-D-Fail option, and must have attained a GPA during the year of at least 3.60 (without rounding up). Repeated courses will be considered in this calculation as long as they have been repeated during the academic year for which the student earned Dean's list status, and follow the policy regarding repetition of courses ("Repeated Courses").

In order to reward outstanding academic performance and to provide adequate challenge to the brightest students, those who gain Dean's List distinction are permitted to take a fifth course without additional charge during one semester of the academic year following that distinction. This policy does not apply to applied music lessons, courses offered through off-campus programs, and summer session courses.

Academic Probation, Suspension, and Dismissal

The academic record of every student is reviewed by the Academic Appeals Board of the faculty, the Dean of the Faculty, and the Dean of Students at the end of each term. As a result of such reviews, students may be placed on academic probation by the Dean of Students or the Academic Appeals Board as a warning that they are in danger of academic suspension. Students are placed on academic probation whenever their cumulative GPA falls below 2.0. All students on academic probation will receive warning grades in courses where work is currently failing, marginal, or incomplete (see Semester and Warning Grade Reports above). No student on academic probation may be enrolled as less than a full-time student, unless special permission has been given by the Dean of Students. Students are suspended when their GPA in any term is less than 1.0, even if they have not previously been on academic probation. In addition, students on academic probation are suspended when their GPA for any probationary term is less than 2.0. No student may remain on academic probation for more than two consecutive semesters without being suspended. All students who are suspended have the right to appeal. Appeals are considered on a case-by-case basis. A student who is suspended for academic reasons is not eligible to apply for readmission for at least six months. A student may be readmitted only once; a second suspension for academic reasons is known officially as an Academic Dismissal and becomes a permanent separation from the College for academic reasons. Suspension or dismissal from the College may also be mandated under conditions set forth under the conduct process. Probation, academic suspension or dismissal, and readmission are noted on the student's official academic record and appear on transcripts sent outside the College. Parents or guardians are notified when a dependent student is placed on probation, suspension, or dismissal. Only in unusual circumstances can exceptions to the rules concerning probation, suspension, and dismissal be considered by the Academic Appeals Board.

Course Procedures

Registration in Courses

Enrolled students are allowed to pre-register each spring for the next academic year. Students who have pre-registered by the end of spring term will be given first priority in courses for the coming year. First-year students have an opportunity to register for fall semester during the summer preceding their entrance to the College. The spring registration plans are formally completed during designated registration periods in the fall. Prior to the spring semester, additional days are scheduled for confirming or changing registration plans for that semester. All students must validate their registration for both the fall and spring semesters; failure to do so may result in a cancellation of registration. A fee is charged for late registration.

Course Changes and Withdrawals

During a designated registration period, a student must make any changes in registration using the online registration system provided on My.LakeForest and have those changes approved by an advisor, also on My.LakeForest. If this procedure is not followed when a student wishes to drop one course in favor of another, a failing grade of F will be recorded for the course in which the student is officially registered, and the student will not receive credit for the other course.

Because the normal course load is defined as 3 to 4.5 course credits per semester, a full-time student is permitted to reduce his or her registration to fewer than 3 course credits during a semester-in-progress only with prior written approval of his or her faculty advisor and the Dean of Students.

The following rules apply to such course withdrawals: Within the first 2 weeks of a 15-week course, a course withdrawal is regarded simply as a permissible change of registration. Only the courses in which the student remains registered will appear on the transcript.

In a 15-week course, the last day for approved withdrawal from a course with an automatic W will be the last day of the ninth week of classes (unless a Medical Withdrawal has been authorized—see below).

After the end of the ninth week in a 15-week course, withdrawal results in either a W or a WF, depending upon the instructor's evaluation of the student's progress in the course in question at the time of the withdrawal. A student may not withdraw from a course after the last day of classes (that is, during the reading or examination periods or thereafter).

If a student ceases to attend class and fails to withdraw officially from that course (including physical education) in which the student is officially registered, it will result in the recording of a failing grade for that course.

Administrative Withdrawal

A student may be administratively withdrawn from all coursework by the Dean of Students if the student is not fulfilling his or her academic obligations (e.g., not attending classes or completing academic work) and he or she has ignored all institutional efforts toward resolution. A student who is withdrawn by the Dean of Students for this reason will receive a "WA" on the transcript for that course. WA indicates that the student was involuntarily withdrawn from the course due to abandonment of academic responsibilities.

Before an Administrative Withdrawal is mandated in either situation, the Dean of Students or designee will encourage the student to take a voluntary withdrawal from the courses.

Medical Withdrawal from Courses

Students who believe that medical circumstances make it necessary for them to withdraw from a course after the first 2 weeks of the semester may apply in writing to the Dean of Students for a Medical Withdrawal. An application must be accompanied by a signed statement from the student's attending health care professional. This procedure assumes that the student wishes to remain enrolled in school. (For information regarding medical withdrawal from the College, refer to the section [Withdrawal from and Readmission to the College](#), later in this document)

After application has been made, the Dean of Students will review the case and determine whether the student may receive a grade of MW for the course instead of W or WF. A medical withdrawal may result in the need for the student to take an overload or summer school courses in order to graduate on schedule. The financial consequences of medical withdrawals from courses are the same as those for standard withdrawals from courses. (See "Refunds" below.)

Reduction of Load to Fewer than 3 Courses

Full-time students will not normally be permitted to reduce their course load to fewer than 3 course credits in any semester. A reduction in course load may affect their eligibility for financial aid and their participation in organized sports. Resident students must seek permission from the Director of Residence Life to remain in student housing when reducing their load to part-time.

Exceptions

An exception to the usual policies concerning course withdrawals may occur when a student has been brought before the Academic Honesty Judicial Board. The student is permitted to withdraw, through the last day of class, from a course in which a charge of violating the academic honesty policy has occurred. But if the Board determines that a violation has occurred in that course, any penalty imposed will take precedence over the course withdrawal.

- When a student is penalized with failure of the project, assignment, or paper, the faculty member will record the zero in determining a final course grade. A student withdrawing from a course with a passing course grade (as determined by the faculty member) will earn a W, while a student withdrawing from a course with a failing course grade will earn an F, regardless of when in the semester the withdrawal may have taken place.
- When a student is penalized with failure of the course, the recorded grade will be F, rather than WF, regardless of when in the semester the withdrawal may have taken place.

Refunds or Withdrawal from Courses

Any combination of courses ranging from 3 to 4.5 credits is regarded as a full load and regular full-time tuition applies. There are no refunds for course load changes within this range of credits. Students registering for fewer than 3 credits per term with the permission of the Dean of Students will be charged at a per-course rate. (See the "Refund Policy" section on the College's Website for more detail.)

Attendance

Classroom activities are an integral and important part of the learning experience. Therefore, it is expected that students will attend class meetings. Each member of the faculty has the prerogative of establishing specific attendance policies that in his or her opinion are best suited to the course. Faculty members are required to publicize such policies to the class in writing at the beginning of the course.

Students who miss class meetings because of participation in a "College-approved event" – so designated by the Dean of the Faculty – are officially excused but will be expected to make up any work missed and will be allowed to do so in a manner approved by the faculty member whose class was missed. If, in the judgment of the instructor, making up the work missed is not feasible, the student may not be penalized for the absence from the class.

In cases when students miss a class for any reason other than to participate in an event previously designated by the Dean of the Faculty as "College-approved," only the individual professor may "excuse" the absence. If a professor has deemed a student absence is "excusable," the Dean of Students' office will document the absence for the professor if necessary. In cases in which the absence is related to a disability, the student is responsible for documenting the disability with the Associate Dean for Learning Support and requesting a reasonable accommodation.

Auditing of Courses

Students who wish to acquaint themselves with a subject without receiving credit may audit a course with the permission of the instructor. Auditors are not subject to the requirements of the course, but they are expected to participate seriously. There is no audit fee for full-time students; part-time students are charged a minimum amount per course. Examination for course credit is not permitted in an audited course.

Final Examinations

No test may be given prior to its originally designated time. However, faculty may arrange for students with documented disabilities to begin an exam early if the student a) qualifies for extended time on exams and uses proctoring services, and b) has a subsequent class or exam that would begin during the usual extended time. In such cases, students may be required to remain with the proctor until the beginning of the scheduled exam for the class. As an alternative, the faculty member may choose to offer an exam at a later time. The Dean of the Faculty may grant other exceptions to this rule at the request of the faculty member.

A term paper may be assigned in lieu of a final examination in a course, but in such cases students are entitled to have until the end of the scheduled examination time for a course to submit their term papers. If not returned immediately to students, examination papers, particularly final examination papers and term papers, are to be kept by faculty members for at least one term before being destroyed, so as to be available for review by students. Papers from the spring term are to be kept through the fall term.

Student Academic Appeals

Lake Forest College has established procedures that individual students may use when they wish to make an academic appeal or when they believe that a grade has been assigned by an instructor in a prejudiced or capricious manner.

Academic Appeals Board

The Academic Appeals Board is a part of the College's governance system (see page 141). It considers and acts on cases of academic probation, suspension, or dismissal; on cases in which students appeal the interpretation of faculty rules by a dean; and on cases in which faculty rules are unclear. The Board and the Dean of Students meet at the end of each semester to review the academic records of all students and to take such action as is necessary in cases involving academic probation, suspension, and dismissal. Throughout the academic year, the Board considers appeals involving the academic policies of the College and their interpretation. In extraordinary cases, the Board grants exceptions to faculty rules, but only by a unanimous vote of all three voting members of the Board. Students who wish to appeal an academic decision by a dean or who believe that they deserve an exemption from an academic policy may present a written appeal to the Board. The appeal must clearly describe the decision being appealed or the policy from which the student wishes to be exempted and must state the substantive reasons for the appeal. Each appeal must also have attached a detailed statement from the advisor regarding the appeal. Additional information may be appended to the written appeal if desired. Each appeal must be signed and include the student's mailing address. Appeals may be submitted to the Dean of Students or the chairperson of the Board. To request credit for off-campus study, a student must see the Director of Off-Campus Programs.

Protection Against Improper Academic Evaluation

Students are responsible for maintaining standards of academic performance established by their professors, but they will have protection against prejudiced or capricious academic evaluation. Students will be informed at the beginning of the course of the evaluative criteria to be used for that course. When a student believes his or her grade in a course has been prejudiced or capricious and has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairperson. Students must contact the chairperson within two calendar weeks following the beginning of classes in the term following the alleged injustice. After the student has submitted a letter specifying the details of the alleged injustice, the chairperson will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. Whenever possible, the committee will consist of three members of the instructor's department. When the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairperson is the instructor accused of the alleged injustice, the student may contact the faculty member of highest rank within the department other than the chairperson, who will appoint a review committee. Any student requesting a review is responsible for presenting for review all tests, papers, etc., that enter into a grade and that have been returned to the student. All tests, papers, etc., that enter into a grade and have not been returned to students will be kept on file by instructors for at least one semester following the end of a course. After hearing all available evidence in a particular case, the members of the review committee meet with the instructor (the student not being present) and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor. (This policy was approved by the faculty on April 4, 1967, with editorial revisions in July 1977 and June 1993.)

Academic Honesty

Lake Forest College is committed to the highest standards of academic honesty. These standards reflect the core values of our institution and, thus, are reflected in our mission statement. The standards include integrity, respect, conscientiousness, self-discipline, and

civility. Such standards are central to the process of intellectual inquiry, the development of individual character, and the maintenance of a civilized community. The integrity of academic life depends on cooperation among students, faculty, and administrators.

Examples of Academic Dishonesty include, but are not limited to:

- Procuring in an unauthorized manner the questions or answers of any examination or employing unauthorized aids while taking an examination.
- Representing any work product as one's own that was done in whole or in part by another person or in collaboration with another person without attribution or proper citation.
- Engaging in any form of conduct or action that violates the letter or spirit of the College's Academic Honesty Policy, including but not limited to: copying, closely paraphrasing, or using another work without explicit acknowledgement of author and source.
- Submitting the same paper for credit in more than one course without the written consent of all instructors involved.
- Falsifying data, citations, or other information for academic work of any sort.
- Misrepresenting work done, including submitting a report on a performance or exhibit one did not attend.
- Aiding another scholar in the violation of the Academic Honesty Policy.

Responsibilities of Students

Every student is to uphold the ideals of academic honesty and integrity. Other responsibilities of students include:

1. Students are expected to know Lake Forest College's Academic Honesty Policy. Ignorance of the policy shall not be considered an excuse or a mitigating factor in Academic Honesty Judicial Board proceedings.
2. Students should consult faculty or staff members when they are unsure whether their actions would constitute a violation of Academic Honesty Policy.
3. In addition to the standards regarding academic honesty given in the Student Handbook, students are to heed all expectations regarding academic honesty as stated by their course instructors.
4. Students are expected to know what constitutes plagiarism. A handout explaining plagiarism is available at the Writing Center, the Learning and Teaching Center, and the reference desk of the library.
5. Student members of the Academic Honesty Judicial Board shall maintain the confidentiality of students accused of violating Academic Honesty Policy.

Responsibilities of Faculty

Every faculty member is to uphold the ideals of academic honesty and integrity. Other responsibilities of faculty include:

1. Every faculty member is to be acquainted with Lake Forest College's Academic Honesty Policy as outlined in the student and faculty handbooks.
2. Faculty are to maintain the confidentiality of students accused of violating Academic Honesty Policy, consistent with College policy and applicable governmental regulations.
3. Faculty and staff are to exercise caution in the preparation, duplication, and security of examinations.

4. No test may be given prior to its originally designated time. However, faculty may arrange for students with documented disabilities to begin an exam early if the student a) qualifies for extended time on exams and uses proctoring services, and b) has a subsequent class or exam that would begin during the usual extended time. In such cases, students may be required to remain with the proctor until the beginning of the scheduled exam for the class. As an alternative, the faculty member may choose to offer an exam at a later time. The Dean of the Faculty may grant other exceptions to this rule at the request of the faculty member
5. Faculty are to take reasonable steps consistent with the physical conditions of the classroom to reduce the possibility of cheating on examinations.
6. Classroom tests are to be proctored with diligence.
7. An instructor who returns a final examination to students is to send a copy of the examination to the library, which will retain it for three years and make it accessible to students.

Academic Honesty Judicial Board

Composition: The Academic Honesty Judicial Board (AHJB) is composed of a Chair and a pool of 6-8 faculty members and at least 8 students. The Chair is a faculty member selected cooperatively by the Dean of the Faculty and the Dean of Students. The pool of faculty members is appointed by the Faculty Personnel and Policies Committee. The faculty members should represent diverse divisions. The student members are selected using the following process:

- The Dean of Students solicits nominations from students, faculty and staff during the Spring term of each academic year (to serve during the subsequent academic year). Nominations must include a brief description of the nominee's qualifications, and be submitted to the Dean of Students by the last day of classes of the Spring term.
- Nominations are vetted by the Dean of Student's' office. Nominees may not have violated the College's Academic Honesty Policy nor been found responsible for any student conduct policy violation. The Dean of Students may make exceptions in special cases.
- Nominees whose applications pass the vetting process are invited to submit a statement indicating their interest and qualifications.
- The Dean of Students and the Dean of the Faculty review applications and determine which students will join the AHJB beginning in the Fall of the next academic year. There is no maximum size to the pool – all students deemed qualified may be included. The Dean of the Faculty informs students of their addition to the AHJB over the summer.

Procedures: A faculty member may bring a charge of academic dishonesty against a student if, in his or her judgment, the student has violated the Academic Honesty Policy. The faculty member shall inform the student of the allegation in writing along with a recommended sanction. Faculty are encouraged to consult with the AHJB Chair regarding appropriate sanctions. The faculty member must allow an accused student up to five business days to consider the allegation and submit a statement admitting or denying the allegation, and agreeing or disagreeing with the recommended sanction.

If the faculty member is unable to contact the student despite making a good faith effort to do so, he or she should submit a formal charge and any other appropriate documentation to the AHJB Chair. In this case, the Chair informs the student of the formal charge and instructs the student how to proceed.

If an accused student admits to violating the Academic Honesty Policy and agrees with the faculty member's recommended sanction:

- The faculty member and student submit their respective statements to the AHJB Chair.
- For a first offense, the AHJB simply records the violation and sanction, notifying all appropriate parties (see "sanctions" below).
- For second and subsequent offenses, the AHJB meets to determine the sanction. The faculty member and student are invited to address the AHJB before sanctioning.

If an accused student denies violating the Academic Honesty Policy or disagrees with the faculty member's recommended sanction, the AHJB hears the case according to the following the procedure:

- The faculty member and student each submit a statement and evidence to the AHJB Chair.
- The Chair sets a date for the hearing, normally within one week of receiving the student's statement, and notifies the student by email and by registered campus mail or registered U.S. mail. The hearing date may be postponed at the discretion of the Chair. The Chair, upon consultation with the faculty member and the student, may summon a reasonable number of relevant witnesses to the hearing.
- Any party may consult with the Chair at any time.
- The student has the right to be assisted at the hearing by an advisor drawn from within the campus community.
- The hearing consists of the Chair (who does not vote) and of a jury of 3 faculty members and 4 student members from the AHJB. A finding of responsibility requires 4 votes out of the 7 voting members.
- In the event that the AHJB members agree on the finding of responsibility but are divided on the issue of an appropriate sanction, the AHJB first votes on the most severe of the contemplated sanctions, proceeding through lesser sanctions until a sanction receives at least 4 votes.
- Evidence must pertain to the charge as determined by the Chair.
- The Chair notifies the student and faculty member of the AHJB's decisions by registered campus mail or registered U.S. mail.
- When a case arises between semesters or during summer session, the AHJB ordinarily defers consideration until the following semester. However, the student involved may elect to have his or her case determined by an ad hoc AHJB convened by the Dean of the Faculty and drawn, insofar as possible, from the regular AHJB, consisting of 3 voting faculty members, 4 students, and a non-voting faculty Chair.

The judicial process outlined above is intended to provide accused students an opportunity to respond to allegations of academic dishonesty, thereby enabling the AHJB to make an informed decision about responsibility and impose appropriate sanctions. However, if a student fails to respond within five days to the attempt to solicit a plea or schedule a hearing, the AHJB Chair will note that the student has failed to respond and will schedule a hearing. The AHJB Chair will inform the student (by College e-mail) of the date, time, and place of the hearing at least 48 hours prior to the scheduled hearing. If the student does not enter a plea prior to the hearing, a plea of "not responsible" will be entered on the student's behalf. If a student fails to attend a scheduled hearing, the Chair may proceed with the hearing without the student and a decision will be rendered based upon available information.

Sanctions: The faculty member, Dean of the Faculty, Dean of Students, Chair of AHJB, and the faculty advisor are notified of any sanctions assessed for Academic Honesty Policy violations. Furthermore, the Registrar is notified of any course failures. Suspensions or dismissals from the College are recorded on students' transcripts and in their permanent files.

- For first offenses, the expected minimum sanction is zero points awarded for the project, examination, or assignment. The maximum sanction is failure of the course. The sanction should also include one or more educational components, such as informational sessions with library or Ethics Center staff, or repetition of the assignment for no credit.
- For second offenses, the expected minimum sanction is zero points awarded for the project, examination, or assignment, an educational component, and suspension from the College for the following semester. If the AHJB recommends suspension from the College, this recommendation is submitted to the President by the Chair along with a recommendation regarding whether the College should accept courses taken at another institution while the student serves his or her suspension. The President then notifies the student and AHJB Chair of his or her decision by registered campus mail or registered U.S. mail.
- For third offenses, the expected minimum sanction is zero points awarded for the project, examination, or assignment and dismissal from the College. The Chair informs the President of the AHJB's recommendation. The President then notifies the student and AHJB Chair of his or her decision by registered campus mail or registered U.S. mail.

Withdrawals: See the section titled "Exceptions" under Course Procedures regarding withdrawals from courses in which charges of academic dishonesty have been brought.

Appeals: A student may ask the Dean of the Faculty to consider an appeal on procedural grounds only.

Student Evaluations: When a faculty member has brought a charge of academic dishonesty against a student, a note indicating that such a charge was made will be included with the student evaluations for that course.

Off-Campus Programs

Lake Forest College offers several options for off-campus experiences both in the United States and abroad. These experiences may include both work internships and study programs.

Permission to participate in off-campus programs for which credit is granted must be requested, supported, and approved by the appropriate College personnel.

Information regarding individual programs in all disciplines and all countries may be found in Johnson B-179 and on our website at www.lakeforest.edu/offcampus. Deadlines apply. For questions about selecting a program, requirements, procedures, application forms, deadlines, and financial aid, please consult the College web page and contact the Director of Off-Campus Programs, Johnson B-177, (ext. 5231).

GPA

A minimum 2.5 cumulative GPA is required for the College to consider a student eligible to participate in an off-campus program and earn credit. Certain programs may require a higher GPA. A student may begin the application process with a lower GPA but must attain minimum by time of entry into the program.

Appeals and requests for exceptions must be submitted in a timely manner to the Academic Appeals Board and accompanied by a statement of support from the student's academic advisor and the Director of Off-Campus Programs.

The College does not set a minimum GPA for summer programs, either domestic or abroad, though individual programs may set their own requirements.

Procedures and Initial Documents

The application process to study off-campus and earn credit comprises 2 stages: Stage 1 verifies eligibility to study off-campus, and Stage 2 includes selection of and application to a particular program. ALL students applying to participate in ANY off-campus semester program must complete this process. To begin, students should meet with the Director of Off-Campus Programs office before proceeding with applications to particular programs. All forms are online and can be found in My.LakeForest.

NOTE: Students who are on academic or disciplinary probation usually are not permitted to participate for credit in an off-campus study program.

In addition, students who do not complete all required forms for off-campus study—including Stage 1 eligibility and Stage 2 documents—may NOT study off-campus on Lake Forest College Approved Program Leave and should not assume transferability of credit from another program.

Stage 1 requirements include a basic application form, an unofficial transcript, financial aid information, and approval from the Dean of Students.

Students will be notified of their eligibility status after all Stage 1 documents have been received.

Stage 2 documents include the program application and, in most cases, letters of recommendation. All forms can be found online in My.LakeForest.

Program Acceptance and Further Requirements

Students will be notified of their acceptance into a program as follows:

- Lake Forest College programs: by the appropriate program committee
- ACM programs: by the ACM Chicago office
- Other programs: by the program sponsor

A student who is accepted and chooses to participate in an off-campus semester program must complete further requirements. These include, but may not be limited to, completing a waiver and medical release, submitting course lists for approval, attending a pre-departure session, and completing other activities upon return to campus.

Deadlines

The deadline to submit Stage 1 documents is mid-November of the year prior to participation, for both fall and spring off-campus semesters.

The deadline to submit Stage 2 documents is early February of the academic year prior to participation, for both fall and spring off-campus semesters.

Credit

Students will earn Lake Forest credit for successful completion of all Lake Forest programs and for ACM programs. Such credit is included in the GPA.

For all other programs, successful completion (grades of C or better) will earn transfer credit, not included in the GPA.

NOTE: For purposes of determining Honors at Lake Forest College, transfer credit will be used in GPA calculations. Please see Handbook section on Graduation with Honors.

Portability of Financial Aid

All financial aid—grants, scholarships, loans—will be transferable to Lake Forest College programs and ACM programs.

Students may be able to participate in programs outside of the Lake Forest and ACM portfolio, but financial aid transferability is not guaranteed.

Students who do not meet the campus deadlines may be allowed to participate in an off-campus program but will not be eligible for portability of financial aid except for Lake Forest programs for which the deadline has been waived.

Note: Students who earn transfer credit from an approved off-campus program and whose financial aid has been applied to that program may not drop—in whole or in part—any such credit without also fully reimbursing the College for all aid transferred to that program.

International Student Identification Card

Lake Forest College requires participants on its own programs to purchase an International Student ID card. This card provides, in addition to other benefits, \$300,000 medical evacuation, \$25,000 for repatriation, and some additional coverage for accidental medical and hospitalization.

In addition to insurance and medical benefits, the International ID card may also provide discounts for entry to museums and theaters, for transportation fares, and for international phone service.

To obtain this card, please contact the Off Campus Programs office for details. The cost of the card, at time of printing, is \$26.

Leave of Absence

A student in good academic standing and without a judicial suspension or dismissal may request a one-semester Leave of Absence for personal reasons without withdrawing from the College. Without exception, an application for Leave of Absence must be requested by the student and approved by the Dean of Students prior to the first day of class for the semester in which a student is requesting a leave. Generally, only one Leave of Absence may be granted to a student in a 12-month period. However, more than one Leave may be granted in limited, well-documented cases due to unforeseen circumstances. Contact the Dean of Students' office for additional information.

The student must sign a statement showing intent to return to the College. If the student does not return at the end of one semester from an approved leave, the student will

automatically be withdrawn from the College, with the withdrawal date being the date the student began the leave of absence. The student must then seek readmission in accordance with the College Student Handbook.

A student leaving the College mid-semester will be considered withdrawn for that semester and may not request a Leave of Absence for the following semester.

A student who is granted a leave of absence is considered to remain in an "in-school status" for Federal Student Loan repayment purposes. That is, no repayment of a federal student loan is required during the Leave.

Process

A student must make an application for a Leave of Absence to the Dean of Students and is expected to take each of the following steps:

1. Complete the proper application form at the Dean of Students' office and arrange for an interview with one of the Deans. A specific reason must be given in writing as to why the student is requesting a Leave of Absence. If an Associate Dean denies the request, the student may appeal the decision to the Dean of Students.
2. Check with the Financial Aid Office to protect future eligibility of scholarships, grants and/or student loans.
3. Clear Business Office account. College refund policies apply. Resident students will be charged on a pro rata basis for any room and board for the days prior to the start of the semester.
4. Return all College keys to Residence Life staff or Facilities Management, as applicable.
5. Remove all personal belongings from campus 24 hours after the effective date of approved leave. Resident students must be officially checked out of the residence hall by a member of the Residence Life staff. No storage is available on campus.
6. International students must meet with the Assistant Director of Intercultural Relations before leaving.
7. Submit the completed Leave of Absence form and College ID card to the Dean of Students and a Room Request form and/or Off-Campus Application for the return to campus to Residence Life.

Approval Date

The actual date of leave is the approval date agreed upon by the Dean of Students.

Academic and Conduct Standing

Academic or disciplinary suspension or dismissal takes precedence over a Leave of Absence in determining a student's status and official reason for leaving the College. As stated above, only students in good academic standing or without a conduct suspension or dismissal may request a Leave of Absence. A student on academic probation may not request a Leave of Absence.

Off-Campus Study and Leave of Absence

Students who do not complete all required forms for off-campus study—including Stage 1 eligibility and Stage 2 documents—may NOT study abroad on Lake Forest College Approved Program Leave and should not assume transferability of credit from another program.

Refunds

Rules governing refunds are discussed in the College Catalog in the section Undergraduate Tuition and Expenses. All academic and conduct standings of the student remain in effect upon the student's return.

Registration and Transfer Credit

Students will be allowed to pre-register for courses during the intended first semester of return but are subject to the same dates and financial obligations in place for all students. Registration procedures are discussed under Course Procedures above.

Students may take coursework at another school during a Leave of Absence but will only be guaranteed Lake Forest College transfer credit if the courses are approved by their advisor and the Registrar's Office.

Room Selection

A student may participate in Room Selection for the following year if he or she is on a Leave of Absence during the Spring semester.

Withdrawal from and Readmission to the College

A student who wishes to withdraw from the College is expected to complete the following procedure:

1. Pick up and complete the paperwork at the Dean of Students' office and follow the steps outlined in the paperwork.
2. Remove all personal belongings from campus within 24 hours after the effective date of the Withdrawal unless an extension has been granted by the Dean of Students.

Failure in courses will be recorded on the academic record of a student who does not properly follow these procedures. The actual date of withdrawal is usually, but not always, the last date that the student has attended classes. Academic or disciplinary suspension or dismissal takes precedence over voluntary withdrawal or Approved Program Leave in determining a student's status and official reason for leaving the College. Rules governing refunds to students who withdraw are discussed in the College Catalog. When withdrawing from the College, a student will receive a "W" for all courses he/she is passing at the time of the withdrawal. Students who are failing a course at the time of withdrawal from the College will receive a grade of "WF" in that course.

A student may be administratively withdrawn from the College by the Dean of Students if the student is not fulfilling his or her academic obligations (e.g., not attending classes or completing academic work) and he or she has ignored all institutional efforts toward resolution. A student who is withdrawn by the Dean of Students for this reason will receive a WA on the transcript for that semester's courses. WA indicates that the student was involuntarily withdrawn from the College due to abandonment of academic responsibilities.

Before an Administrative Withdrawal is mandated in either situation, the Dean of Students or designee will encourage the student to take a voluntary withdrawal from all courses.

In the case of Administrative Withdrawal, normal withdrawal policies will apply. In extraordinary circumstances, the Dean of Students may agree to a different refund than would automatically apply, in which case the student must submit a letter of appeal.

Medical Withdrawal from the College

Students may request permission from the Dean of Students to withdraw from the College for documented medical reasons. The notation MW (medical withdrawal) is to be allowed only where the Dean of Students judges that serious illness, for which the student is placed under the care of an off-campus physician or other appropriate off-campus health care professional, requires the student to leave the College for proper treatment and convalescence. The financial consequences of medical withdrawal are the same as those for withdrawal from the College. See the College Catalog for further details.

A student who, for medical reasons, must withdraw from the College must submit a letter to the Dean of Students. The letter should explain the reason for the withdrawal and the approximate date of return, if applicable. The request for a Medical Withdrawal must be accompanied by documentation from a medical professional that details, from a medical perspective, the reason for the withdrawal and the approximate date of return, if applicable. All medical documentation is confidential and is kept in a secure file in the Dean of Students' office.

In rare instances the professionals at Lake Forest College may determine that a student should not continue the academic program at the College but should withdraw due to psychological instability. In these instances the policies regarding medical withdrawal will apply.

Students who wish to return to the College after a medical withdrawal must apply for readmission when they are well enough to resume their studies. Readmissions are handled through the Admissions Office, which must receive all application materials at least four weeks prior to the start of classes. In addition, the Dean of Students must receive a letter of support for the students' return from an off-campus physician.

The medical documentation should answer the following questions:

1. Is the student able to return to campus and manage his or her condition independently?
2. Is he or she able to live independently in a residence hall?
3. What recommendations can be offered with respect to issues such as course load, residence hall assignment, and continued treatment, in order to support the student's successful return to his or her academic program?

Readmission to the College

Students seeking readmission must formally reapply through the Admissions Office, indicating the semester for which they hope to return and describing their anticipated activities while away from campus. In cases of suspension for academic reasons, students are not eligible for readmission for at least six calendar months. In cases of suspension for disciplinary reasons, eligibility for readmission is stated at the time of suspension. Readmission is possible only once.

Graduation and Commencement

Students who complete degree requirements during the Spring semester, as well as those who have completed their requirements during the previous summer and fall terms, are encouraged to participate in the Commencement ceremony. Others will be allowed to participate only if they have obtained written approval of a proposed summer program at Lake Forest College that will make it possible for them to satisfy their degree requirements by the following August 31.

Students who anticipate completing their degree requirements by September 1 and have been approved to participate in the Commencement ceremony will be presented to the faculty and the Board of Trustees in May for provisional conferral of their degrees, subject to completion of remaining requirements by September 1 (as confirmed by the Registrar). A student whose degree is provisionally approved in May but who fails to complete remaining degree requirements by September 1 will not receive her or his degree until all requirements have been satisfied and the faculty and the Board of Trustees have given subsequent approval.

Graduation with Honors

Graduation with Honors at Lake Forest College may be achieved in two categories: the grade point average (GPA) and the student's major field.

General Honors

General honors at graduation consist of summa cum laude for GPAs from 3.9 to 4.0, magna cum laude for GPAs from 3.7 up to 3.9, and cum laude for GPAs from 3.4 up to 3.7. In order to achieve honors in one of these categories, a student must have an academic record that satisfies all of the following requirements:

- At least 14 Lake Forest College courses taken with the full range of the letter grades (A, B, C, D, F, but not CR).
- A Lake Forest GPA equal to or greater than the minimum listed above for the pertinent category.
- A total GPA, including both Lake Forest College and transfer courses, that also equals or exceeds the above minimum for the given category.

In making GPA calculations for general honors, ACM program grades are counted as Lake Forest College credit. Washington Semester grades and grades in off-campus study under a consortium agreement count as transfer credit. GPAs are not rounded up; for example, a 3.898 is not in the summa cum laude category. The calculation of a GPA includes plus and minus grades. Repeated courses will be considered in this calculation as long as they follow the policies regarding repetition of courses and have been completed prior to graduation from the College (see "Repeated Courses"). Grades of all transfer courses acceptable by Lake Forest College for transfer credit will be used in GPA computations. A maximum of two transfer credit grades—for courses that have been repeated—can be forgiven. Such forgiveness applies only to courses taken prior to the student's matriculation at Lake Forest College. Forgiveness of transfer credit grades counts toward the maximum of two total forgiven grades before graduation (i.e. students can have two transfer credit grades forgiven after repeating, two Lake Forest College credit grades forgiven after repeating, or one from each category). The transfer GPA is combined with the Lake Forest GPA as a weighted average. Transfer grades from colleges or universities with different grading systems are dealt with case by case by the Dean of the Faculty in consultation with the Registrar; where necessary, they will be brought to the Academic Appeals Board.

Honors in the Major

Honors at graduation in the student's major are based on a clear demonstration of superior mastery of the subject and on the ability to successfully complete a senior thesis. To receive honors in the major, a student must have attained a 3.5 GPA in all courses taken in the major at Lake Forest College, including the final semester. A minimum of six courses must have been taken in the major at the College. A student must be evaluated as having successfully completed a senior thesis. In exceptional circumstances when a senior thesis seems inappropriate, a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be substituted for the senior thesis. The request for such a substitution must be initiated by the project director and requires the unanimous approval of the members of the department(s) involved. As with other theses, the final project will be reviewed by a thesis examining committee consisting of three faculty, at least one from outside the department. Please note that completing a senior seminar will not result in honors in the major.

Distinction in Senior Thesis

If a student's senior thesis is judged by an examining committee to be an outstanding and original piece of research, Distinction in Senior Thesis is awarded at graduation regardless of whether the student is graduating with honors in his or her major field of study. In exceptional circumstances, a well-documented senior research project or imaginative creative project may substitute for the senior thesis provided members of the departments involved give their unanimous approval. As with other theses, the final project will be reviewed by a thesis examining committee consisting of three faculty, at least one from outside the department.

Phi Beta Kappa

Phi Beta Kappa, the national honorary scholastic society founded in 1776, is open to undergraduates with outstanding academic records. Although sheltered by the College, the chapter is an organization independent of the College and of its curriculum, and thus determines its own standards for admission, standards consistent with those of the United Chapters of Phi Beta Kappa. Evaluation of candidates for election includes an examination of their GPA, an appraisal of their coursework, and recognition of recommendations from their professors. Phi Beta Kappa emphasizes excellence in scholarly achievement and the pursuit of broad cultural interests. See below for admissions criteria.

Honorary Societies and Awards

Honorary Societies

Lambda Alpha (Anthropology) Lambda Alpha is the international honors society for students of anthropology. The name, Lambda Alpha, comes from the initial letters of the Greek words *logos anthropou*, meaning the "study of man". The society was originally founded with the purpose of encouraging scholarship and research in anthropology.

Alpha Psi Omega (Theater) Alpha Psi Omega is a national dramatics honorary society dedicated to the promotion and recognition of excellence in college theater. Lake Forest College's Nu Sigma chapter was established in 1954 and for more than 50 years has served to honor scholastically outstanding students who have attained at least a 3.2 GPA overall and who have shown superior accomplishment in dramatic arts at Lake Forest College by participation in at least five productions. Membership is determined by the current student membership with the advisement of the faculty sponsors. An initiation ceremony is traditionally performed each spring.

Beta Beta Beta (Tri-Beta) (Biology) Beta Beta Beta, whose Lake Forest College chapter dates back to 1935, functions as an honor society for students of the biological sciences. Its activities are designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, as well as to promote the dissemination of information and new interpretations among students of the life sciences. To become an active member of Tri-Beta, a student must be a biology major and have earned grades of B or A in at least three biology courses counting toward the major (one of which must be above the introductory level), must have completed the equivalent of at least three terms of study at Lake Forest College, and must have an overall 3.0 GPA in the major. Associate membership is open to any student with an interest in the life sciences who has earned a grade of B or A in two biology courses counting toward the major and has an overall GPA of 2.67. Members are elected each term, and officers are elected from among the active members at the last meeting of each school year.

Lambda Pi Eta (Communication) Lambda Pi Eta is the national honors society for undergraduate study in communication. It is an affiliate of the National Communication Association. The Tau Chi chapter at Lake Forest College was founded in 2005

Kappa Delta Pi (Education) Kappa Delta Pi is an international honor society organized to promote excellence in education. It recognizes education majors who exhibit the ideals of scholarship, high personal standards, and promise in teaching, and who make contributions to education. The Tau Psi chapter was chartered at Lake Forest College in 1994, replacing Kappa Phi Kappa, a local honor society. During the Spring semester of each year, students who have been admitted to the Department of Education and have successfully completed fieldwork, as well as two other courses in education with a B (3.0) or better, and who have attained a 3.2 GPA overall are invited to join Kappa Delta Pi.

Omicron Delta Epsilon (Economics) Omicron Delta Epsilon, the international economics honorary society, is dedicated to the encouragement of excellence in economics. It encourages devotion on the part of its members as economists to the advancement of their science and to the scholarly effort to make freedom from want and deprivation a reality for all humankind. The Rho chapter of Omicron Delta Epsilon was established at Lake Forest College in 1985. During the Spring term of each year, students who have compiled a 3.0 GPA overall and a 3.0 GPA for at least 12 credits in economics (three Lake Forest College courses), and who have expressed a genuine interest in economics will be invited to join Omicron Delta Epsilon.

Phi Beta Kappa Phi Beta Kappa is an academic honorary society dedicated to the recognition of superior academic achievement in the liberal arts and sciences. The Lake Forest College chapter (Theta of Illinois), one of 262 in the nation, was founded in 1962. To have a Phi Beta Kappa chapter approved by the national organization is a high honor for a college. In order to win a chapter, the college or university must meet Phi Beta Kappa standards in providing a solid and high-quality liberal arts program. Both faculty and students are members of Phi Beta Kappa. It is the faculty membership that each year elects student members on the basis of outstanding academic achievement. Ordinarily these are graduating seniors, but it is possible, in the case of extraordinary achievement, to be elected in the junior year. This is a rare and special honor. New Phi Beta Kappa members are initiated in a special ceremony that takes place in the spring. The criteria for election include sustained academic excellence as reflected in a strong academic record. Weight is given to the breadth of the program pursued by students, as shown by the number and variety of courses taken outside the major. Weight is also given to balance and proportion in the student's degree program as a whole. (Professional education and business courses and internships are not counted.) Finally, a student elected to Phi Beta Kappa is expected to

have demonstrated at least a minimal knowledge of mathematics and a foreign language appropriate for a liberal arts education.

Phi Sigma Iota (Modern Languages and Literatures) Phi Sigma Iota is the foreign language national honor society. Its purpose is to cultivate interest and encourage excellence in the field of foreign languages. The organization offers its members and the College community at large an opportunity to come into contact with different aspects of foreign language and culture. Candidates for membership must have reached the 300 course level in a foreign language at Lake Forest College or equivalent courses at another institution. They must also have a 3.00 GPA in a foreign language, as well as an overall 3.00 GPA.

Phi Sigma Tau (Philosophy) Phi Sigma Tau is the national honor society in philosophy and is dedicated to honoring academic excellence and philosophical interest and to stimulating philosophical discussions on the local and national levels. Philosophical exchanges are promoted through the activities of the local chapters and through publication of *Dialogue*, the journal of the national organization. Lake Forest College's chapter was established in 1981. The chapter has sponsored panel discussions and colloquia by Lake Forest College students and by faculty members from Lake Forest College and from outside institutions. Membership is awarded to outstanding students and faculty with interests in philosophy. Students can become eligible after three semesters of coursework, which must include 3 courses in philosophy.

Pi Sigma Alpha (Political Science) Pi Sigma Alpha is the national political science honorary society. The Lake Forest College chapter was founded in 1971. Its purpose is to stimulate productive scholarship and interest in the subject of politics and government by honoring superior students in this field. To become members, students must be either juniors or seniors; must have taken four politics courses above the 100 level (at least two of those at Lake Forest College and at least one at the 300 or 400 level); must have a B+ (3.33) average in political science courses above the 100 level; and must have an overall B (3.0) GPA in all courses.

Psi Chi (Psychology) Psi Chi is the national honorary society for psychology majors who have been recognized for their academic excellence. The Lake Forest College chapter was established in 1960. Its purpose is to organize social and intellectual activities for psychology majors. In the spring of each year, the present members review a list of psychology majors who have at least a 3.5 average in psychology courses and a 3.0 overall GPA. Students who qualify are invited to join Psi Chi.

Alpha Kappa Delta (Sociology) AKD stands for Alpha Kappa Delta, a non-secret democratic, international society of scholars dedicated to ideal or Athropon Katamannthanein Diakonesin or "to investigate humanity for the purpose of service". AKD seeks to acknowledge and promote excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities as will lead to improvements in the human condition.

Sigma Tau Delta (English)

Nu Rho Psi (Neuro-science)

Theta Alpha Kappa (Religion)

Student Honors and Awards

The College community honors and rewards the outstanding achievements of its students and faculty by acclaiming them in public and by awarding them significant prizes at the Student Leadership Awards Ceremony in April and the Senior Honors Convocation in May and the Matriculation Ceremony in August. In keeping with the dignity and College-wide importance of its convocations, only the most outstanding achievements are to be honored in this way. Prizes are awarded to the best students who have proven themselves genuinely outstanding by absolute rather than relative standards. Each prize is to be a distinguished and valuable reward commensurate with the occasion and with the prizewinner's achievement. Such distinction and value are embodied particularly in the prizes endowed and donated by friends and alumni of the College to perpetuate their ties to the academic community. These awards, presented at the Honors Convocations and Leadership Awards Ceremony, collectively express and celebrate not only intellectual and personal excellence, but also the special, enduring relationship between present and past generations of Lake Forest College. Outstanding students in academic areas for which there are no endowed or donated prizes are honored out of the College's own prize fund for graduating seniors. Awards and prizes other than those referred to below are presented at departmental gatherings or at chapter meetings of the respective honor societies.

General Awards

The Alpha Sigma Kappa Class of 1938 Memorial Prize This prize was established in 1993 by members of the Class of 1938 who were members of the Alpha Sigma Kappa fraternity. The prize is given to a senior student who has sustained a 3.4 cumulative GPA, has participated in at least two co-curricular activities on campus, and has exhibited a strong commitment to community service while a student at Lake Forest College for at least the last two years. The recipient of the prize is chosen by the Dean of Students and two faculty members. The prize is presented at the Student Leadership Awards Ceremony.

The Bird Award for Intellectual Contributions to the Campus Community The Bird Award recognizes an individual from the Lake Forest College community—faculty, staff, student, or friend—who brings to the campus a special measure of intellectual fervor and commitment. Such a contribution, demonstrated outside the classroom, may be evidenced either within or outside of campus organizations. The recipient is to be an individual who by action or words challenges the minds of others and who serves as a model for those who study or work at the College. The recipient is chosen by a committee composed of the President, the Provost and Dean of the Faculty, the Dean of Students, the Chair of the Trustee Committee on Student Affairs, and the current recipient of the award. The Bird Award, established by an anonymous donor in 1992, honors Elizabeth Bird Parks, Lake Forest College 1932, and her father, Harry Lewis Bird, Lake Forest College 1894. The Bird Award is presented at the Fall Matriculation Ceremony.

The Peter C. Clute Award for Outstanding Character The Peter C. Clute Award for Outstanding Character was established to honor the memory of Peter C. Clute, class of 1973, whose "boundless energy and infectious and unceasing enthusiasm brought great happiness to all who knew him." The fund was established through the generosity of Peter's friends and classmates. The recipient of the award, selected by Lake Forest College Student Affairs staff in consultation with the Student Government Executive Board, "... shall be that Lake Forest College student whose uniquely positive attitude and whose joy in living inspires and enhances the lives of those around him or her." The award is presented at the Student Leadership Awards Ceremony. The recipient will be invited to speak at the ceremony.

The Jacob Wardwell Edwards Prize The prize was established by friends and relatives in memory of Mr. Edwards, former Director of Admissions. The prize is given annually to the rising sophomore who is judged to have demonstrated the most outstanding qualities of leadership during his or her first year at the College. The recipient is selected by a committee composed of the Dean of Students, the Director of Admissions, and the President of Student Government. The award is announced and presented at the Spring Leadership Awards Ceremony.

The Elizabeth W. Fischer Prize The Elizabeth W. Fischer Prize was established in honor of Elizabeth W. Fischer, advisor to the Class of 1998 and Dean of the College from 1994–2002. The recipient must have attended Lake Forest College for four years, must have attained a minimum GPA of 3.0, and must have excelled in academics and co-curricular activities. He or she may not be a member of Senior 25. Graduating seniors are nominated by the Lake Forest College community. The recipient is selected by a committee composed of the Dean of Students, the Director of the Gates Center, two members of the Senior 25, and a faculty member selected by the Dean of Students. Members of the selection committee forfeit their eligibility to receive this prize. The Dean of Students will present the award, at Senior Honors Convocation, if a member of the Class of 1998 is not available.

The Scott Fossel Prize The Scott Fossel Prize was established in 1993 to recognize a rising sophomore and a rising junior who exhibit positive leadership attributes in scholarly and/or co-curricular activities as Mr. Fossel, Lake Forest College 1975, demonstrated as a student. The recipients are chosen by a committee of representatives of the faculty, administration, and the Dean of Students, appointed by the Provost and Dean of the Faculty. The Scott Fossel Prizes are awarded at the Fall Matriculation Ceremony.

Grace Groner Service Awards The Service Awards were created by the Grace Elizabeth Groner Foundation in 2012 to honor students who represent Grace Groner's legacy, which is sustained by the GEGF recipients; each recipient has a service component to their program which exemplifies the Foundation's mission, "opportunities for service to others."

The Community Service Award is given to a student who is selected by members of the Grace Elizabeth Groner Foundation as the senior recipient who earned distinction while volunteering at a community organization.

The National Service Award is given to a student who is selected by members of the Grace Elizabeth Groner Foundation as the senior recipient who earned distinction while volunteering on behalf of citizens across the nation.

The International Service Award is given to a student who is selected by members of the Grace Elizabeth Groner Foundation as the senior recipient who earned distinction while volunteering to serve people around the world.

The Emma O. Haas memorial Awards for Merit in Scholarship The late Judge John F. Haas, a graduate in the Class of 1900, established these annual awards in memory of his mother. A cash prize is awarded to the following students:

- The senior class student attaining the highest GPA during the four years he or she attended Lake Forest College. This award is announced and presented the day of the annual Senior Honors Convocation.
- The junior class student attaining the highest GPA during the three years he or she attended Lake Forest College. This award is announced and presented at Matriculation.

- The sophomore class student attaining the highest GPA during the two years he or she attended Lake Forest College. This award is announced and presented at Matriculation.

The All-College Writing Contest Award The All-College Writing Contest Award was created to encourage interest and excellence in scholarly writing by all undergraduate students enrolled at the College. The contest is juried by faculty members from a variety of disciplines. The award is presented at the appropriate Honors Convocation.

The First Year Writing Contest Award The First Year Writing Contest Award was created to encourage interest and excellence in scholarly writing. The contest is juried by faculty members and selected students. The award is presented at the Fall Matriculation Ceremony.

The Anita Chen Li, '51, International Student Prize The Anita Chen Li, '51, International Student Prize is awarded to an international student who has distinguished himself or herself academically and has demonstrated distinguished service to the College community. The recipient is selected by the appropriate Academic Dean and the Director of Intercultural Relations. The prize was established through an endowment created by Anita Chen Li, Class of 1951, and is presented at the Spring Leadership Awards Ceremony.

The McPherson Prizes for Excellence in Scholarship Each year several prizes given for excellence in scholarship are named after the Reverend Simon J. McPherson. A sum of \$3,000 was contributed in 1899 by his friends to establish prizes in English, philosophy, French, Spanish, and Theater. The winners are chosen by the department heads and are announced at the Senior Honors Convocation.

The Edward H. Oppenheimer Memorial Prize Awards are given each year to two senior students who are judged to have contributed the most to the College community. Seniors will be invited to apply based on the following criteria: 3.00 cumulative grade point average, no major code of conduct violations, and submission of an application, resume, and completion of an interview with the selection committee. The selection committee consists of the Dean of Students, the Dean of the Faculty, Director of Athletics, Vice President for Enrollment and Career Services, Vice President for Communications and Marketing, President and Vice President of Student Government, and the Vice President for Advancement. The prize, given by James K. Oppenheimer, Class of 1965, honors his father. It is announced at the Annual Leadership Awards Ceremony and awarded at the Senior Honors Convocation.

Phi Beta Kappa Senior Thesis Award This award is given in recognition of outstanding work on a thesis awarded distinction that is judged to exhibit qualities of intellectual maturity, originality, independence, and fluency of expression.

The Tamara Lee Wefler Award This award was established by the class of 1977 in memory of their classmate Tamara Lee Wefler (1955–1975). The prize is awarded annually to that senior whose independent spirit has encouraged the acceptance of a diversity of values and beliefs within the student body; whose inspiration and enthusiasm have promoted the highest standards of character and integrity in others; and whose actions have consistently demonstrated a sensitivity for and an interest in the welfare of others. This award is conferred by a committee consisting of three Student Government representatives, two Student Affairs representatives, and one faculty member to be selected by the other members of the committee. It is announced and awarded at the Student Leadership Awards Ceremony.

Senior 25 Each year, Lake Forest College honors the twenty-five (25) seniors who have, as leaders among their peers, positively contributed to the quality of life in the Lake Forest College community through their service, commitment, and achievements. Students interested in being considered, must complete an application, and submit a resume and faculty/staff recommendation letters. To be selected a student must be in the spring semester of their Junior year, have a minimum 2.75 cumulative GPA, have no significant violations of the Student Code of Conduct or Academic Honesty Policies and have demonstrated on-going leadership and involvement at the College. A selection committee of faculty, staff and students select the recipients who are announced at the Student Leadership Awards Ceremony. Students who are selected for the Senior 25 Leadership Honor will be expected to participate in the planning of Senior class events and fundraising efforts for the Senior class gift.

Senior Class Speaker Each year, the College will invite one member of the Senior class to speak and represent their peers at the Commencement ceremony. The process for the selection of this honor shall be managed by the Gates Center for Leadership and Personal Growth, in consultation with the Director of Special Events, the representative from the Office of Communications and Marketing, and faculty representatives. The process for application will be communicated to the Senior class each spring. The chosen member of the Senior class must be current undergraduate student at Lake Forest College and be able to easily access campus during the weeks prior to commencement.

Departmental Awards

American Studies

THE W. GORDON MILNE PRIZE IN AMERICAN STUDIES

This prize was established in the spring of 1990 to honor the memory of Professor Milne, who served with distinction at Lake Forest College from 1951 to 1986 as a professor and chairperson of the Department of English. Professor Milne was instrumental in developing the interdisciplinary major in American Studies. This prize is awarded at Senior Honors Convocation to a student who is judged by the members of the American Studies Committee to have done the most outstanding work in this field.

Art

THE ALEX F. MITCHELL SENIOR PRIZE IN ART HISTORY

This prize was established by Ramona Mitchell to honor the memory of her husband and colleague, Professor Alex F. Mitchell, who passed away in December 1996 after serving Lake Forest College with distinction as professor and chairperson of the Department of Art. The prize is intended for the student or students who, in the judgment of the chairperson and other members of the department, have been outstanding in art history. It is awarded at the Senior Honors Convocation.

Athletics

SCHOLAR/ATHLETE AWARD

Lake Forest College annually recognizes student-athletes for their exceptional performance in the classroom by bestowing the Scholar/Athlete Award (previously the Letterman's Award) on the most deserving senior student-athlete. The athletic letter winner having the best scholastic record for the three terms preceding the annual Fall Honors Convocation will be the Scholar/Athlete Award winner. The senior winner is honored at the Senior Honors Convocation.

There is a Scholar/Athlete Award for the three remaining classes, which are presented annually during the respective student-athletes' awards ceremony.

THE NICHOLAS J. WASYLIK SENIOR ATHLETIC AWARD

This award was created and endowed in 1983 by Seymour H. Knox IV, a Lake Forest College graduate of the Class of 1979, to honor Nicholas J. Wasylik, who served on the faculty of the College from 1958 to 1979 as Director of Athletics, coach, physical educator, and, in his earlier years, as assistant professor of Russian. The award is presented to the senior athlete who best emulates the positive, outgoing attitude, as well as the drive and determination, of Nicholas J. Wasylik. The recipient is chosen by the Director of Athletics in consultation with the members of the Athletic Department. It is awarded at the Senior Honors Convocation.

Business

THE LORRAINE D. AND H. RANDALL HEATH PRIZE IN BUSINESS

The Lorraine D. and H. Randall Heath Prize in Business is given to a student who has made a positive contribution to the Business Program. The recipient has brought passion and excellence to activities at the College and is expected to represent the College well in the future. It is awarded at the Senior Honors Convocation.

Chemistry

AMERICAN INSTITUTE OF CHEMISTS AWARD

This award, given for demonstrated leadership and character, as well as high scholastic standing and potential for advancement in the chemical profession, is presented at a departmental gathering.

ANALYTICAL CHEMISTRY AWARD

This award is given by the Analytical Division of the American Chemical Society. The prize is a one-year subscription to the *Journal of Analytical Chemistry* and is awarded at a departmental meeting.

DR. ALDO J. CROVETTI PRIZE IN CHEMISTRY

Established in 2009, this prize acknowledges an outstanding graduating senior in the Chemistry Department as selected by its faculty. It is presented at Senior Honors Convocation.

THE FRESHMAN ACHIEVEMENT AWARD IN CHEMISTRY

CRC Press of Cleveland, Ohio, gives annually a copy of the *Handbook of Chemistry and Physics* to an outstanding student in freshman chemistry. The recipient is selected by the faculty of the Department of Chemistry and honored at a departmental gathering.

MERCK ORGANIC CHEMISTRY AWARD

Merck & Company of Rahway, New Jersey, presents a copy of the *Merck Index* at a departmental gathering to the outstanding student in organic chemistry.

Economics

THE H. MURRAY HERLIHY PRIZE IN ECONOMICS

This award was created and endowed in 1982, initially by a 1974 alumnus, as well as by other students, to honor Professor Herlihy, whose influence during his 25 years of service to the College, from 1957 to 1982, had touched their academic and professional careers. It is awarded to the outstanding senior economics major at the Senior Honors Convocation.

THE WARREN A. PETERSON MEMORIAL AWARD IN ECONOMICS

This award was established by members of Mr. Peterson's family. The prize is awarded annually to student(s) majoring in economics, with grades, activities, and leadership qualities as the criteria used for selection. It is awarded at the Senior Honors Convocation.

English

THE GAIL DEHERDER MEMORIAL PRIZE IN CREATIVE WRITING

The Class of 1959 established a memorial fund to honor Gail DeHerder, a member of the class for three years. The income from this fund is used to provide a cash prize to be awarded each year at the Senior Honors Convocation to the senior who submits the best piece of creative writing.

German

THE WILHELM MEISTER PRIZE

This prize recognizes the achievement of the senior student who has made the greatest progress in German studies over four years at Lake Forest College. The recipient's career exemplifies the possibilities of a German major at the College for students with little or no background in the field. It is awarded to a senior chosen by the Department of Foreign Languages and Literatures faculty and presented at a departmental meeting.

History

THE RICHARD W. HANTKE AWARD IN HISTORY

This award is presented to a graduating senior majoring in history or in an interdisciplinary field in which the study of history is emphasized. In the opinion of the history faculty, this student must clearly merit recognition for distinguished performance in the study of history at Lake Forest College, as evidenced in classroom work, in independent study and research, and in general appreciation of the discipline of history. The award is presented at the Senior Honors Convocation.

Latin American Studies

SENIOR PRIZE IN LATIN AMERICAN STUDIES

Established by the Latin American Research Institute in the spring of 1997, this prize is awarded to a senior for excellence in Latin American Studies as demonstrated by the student's academic transcript and exemplary participation in research projects or internship programs related to Latin America. The prize is awarded at the Senior Honors Convocation.

Linguistics

SUPERLATIVE ACHIEVEMENT IN LINGUISTICS AWARD

This award is presented to a student who demonstrates superlative achievement in the linguistics courses offered by the Department of Foreign Languages and Literatures. It is usually awarded to a senior chosen by the language department faculty and presented at a departmental meeting.

Mathematics

THE HAROLD B. CURTIS PRIZE IN MATHEMATICS

In 1967 alumni and faculty members who knew Professor Harold Bartlett Curtis during his long period of service to Lake Forest College created an endowment fund in his honor in order to establish a prize to a senior who is judged by the faculty of the Department of Mathematics as the outstanding student majoring in mathematics. The prize is presented at the Senior Honors Convocation.

Music

THE LORRAINE D. AND H. RANDALL HEATH PRIZE IN MUSIC

This award is given to a student who has made a strong positive contribution to the Music Program. The recipient has demonstrated leadership in ensembles and has brought passion and excellence to his or her activities at the College. It is awarded at Senior Honors Convocation.

Neuroscience

THE CARR PRIZE IN NEUROSCIENCE

The Carr Prize in Neuroscience is an annual prize in honor of Thomas H. Carr, a 1970 graduate of Lake Forest College. Dr. Carr is a long-time Professor of Psychology at Michigan State University where he works in the Department of Psychology's Program in Cognition and Cognitive Neuroscience. His research focuses on perceptual recognition, attention, and the executive control of complex skills and the cognitive and neural processes that comprise skilled performances. The recipient, chosen in consultation with the Chair of the Neuroscience program and the Dean of Faculty, will be a graduating neuroscience major or minor whose intellectual excellence and potential for professional contributions is reflected by outstanding academic performance combined with the pursuit of superior undergraduate scholarship in neuroscience. The prize will be awarded at the Senior Honors Convocation.

Philosophy

THE FRAN ASHER PRIZE FOR EXCELLENCE IN PHILOSOPHY

This prize was established in 1988 to honor Fran Asher, a student who graduated with honors in philosophy in the Class of 1970. It is awarded to a junior majoring in philosophy who has demonstrated original and creative work in the field that suggests unusual capacity for future work in philosophy. The prize is presented annually at a departmental meeting.

Physics

THE HARALD C. JENSEN PRIZE

This prize is awarded to the senior physics major who has written the most outstanding senior thesis describing his or her original independent research in experimental physics. The recipient is selected by the faculty of the Department of Physics and is honored at the Senior Honors Convocation. The award is named for Harald Jensen, professor of physics, who served on the faculty for 31 years.

Politics

THE SOLLY A. HARTZO AWARD IN POLITICS

In 1971 the Department of Politics established an endowment fund, the income from which is to be used to provide the Solly A. Hartzo award for excellence in the study of politics and government. This annual award in memory of Professor Hartzo, a member of the faculty for 35 years until his retirement in 1965, is presented at the Senior Honors Convocation to an outstanding senior student majoring in politics and selected by the faculty of that department.

Psychology

THE STERLING PRICE WILLIAMS PRIZE IN PSYCHOLOGY

This prize in psychology, given by friends in honor of Dr. Williams, professor of psychology and philosophy at Lake Forest, consists of books on the subject of psychology chosen by the recipient. The recipient is selected by the members of the faculty of the Department of Psychology as the senior psychology major who shows greatest promise in this field. It is awarded at the Senior Honors Convocation.

The David Krantz Prize in Psychology

This prize was created to honor the career of David Krantz, longtime professor of Psychology at the College. The recipient, chosen in consultation with the Dean of Faculty and the Prize Committee, embodies the intellectual curiosity of Professor Krantz and demonstrates excellence in one of his areas of special interest: history and philosophy of psychology; cross-cultural or international psychology; social psychology; or the psychology of art, beauty, and music.

Religion

THE SCOTT AWARD IN RELIGION

In 1957 Mildred Scott of Cleveland, Ohio, established by endowment "The Scott Award of Excellence in the Study of Religion." The annual cash award honors her parents, Mr. and Mrs. Lyman H. Scott. It is given annually at a departmental meeting to that student, usually a junior, who, in the opinion of the faculty in the Department of Religion, has done the most outstanding coursework in the department.

THE MILLER FAMILY PRIZE

This prize was established in 1997 to be presented to the outstanding graduating senior religion student, chosen by the chairperson of the department. The prize is awarded at the Senior Honors Convocation.

The Sciences

THE FREDERICKA L. STAHL MEMORIAL AWARDS FOR EXCELLENCE IN SCIENCE

Judge Haas established these annual cash awards for excellence in science in memory of his wife. The recipients of the awards are determined, in consultation with the Dean of the Faculty, by a committee of faculty members and announced at the Senior Honors Convocation. The prizes are awarded to the senior class students who have the best records in the field of natural sciences. Students who major in biology, chemistry, or physics are eligible. Excellence in the natural science courses forms the primary basis for selection. Attitude, habits of work, and spirit of cooperation are all taken into consideration by the committee.

Sociology and Anthropology

THE LEO F. VAN HOEY SENIOR PRIZE IN SOCIOLOGY AND ANTHROPOLOGY

This prize was established in 1987 in memory of Professor Van Hoey, who served as chairperson of the Department of Sociology and Anthropology for 15 years. It is presented at the Senior Honors Convocation and is awarded to a senior who is judged by the faculty of the Department of Sociology and Anthropology as the outstanding student majoring in this field.

Spanish

THE MARÍA VÉLEZ DE BERLINER - SPANISH ESSAY SCHOLARSHIP

This award was established by Jordan Berliner to honor his wife, María Vélez de Berliner, a 1987 graduate of Lake Forest College. The scholarship promotes, encourages, and rewards the study of Spanish language and culture. The essay competition is open to all students who have taken or who are taking Spanish courses at the 300-level or beyond and others who can prove proficiency at that level. The contest, however, excludes seniors. The scholarship is presented at the Spring Leadership Awards Ceremony.

GOVERNANCE

The Lake Forest College Governance plan was originally established in 1973. It has five objectives:

1. To provide formal ways in which student, faculty, and staff voices can be expressed and heard in matters relating to the governance of the College
2. To make the process of governance visible to all and to establish channels for substantive communication at all levels
3. To provide a structure to make matters of co-curricular activities a concern of students, faculty, and staff
4. To develop a form of governance that will not encroach on the primary functions of students, faculty, and staff
5. To establish clarity of authority, responsibility, jurisdiction, and accountability

ARTICLE I: COLLEGE POLICIES AND PERSONNEL

A. College Council

1. Purpose

Provides a forum for the College's constituencies to discuss and deliberate about matters of importance to the College community. Considers and makes recommendations to the President and/or other officers of the College about issues that fall within its purview and refers other matters to the appropriate organ(s) of the College.

2. Duties

- a. Participates in the development of the College's annual operating and capital budgets, advising the President on budget priorities and later reviewing and recommending adjustments to a preliminary budget devised and presented to the Council by the administration.
The Council shall schedule a special meeting for mid-June to advise the President on the size of the faculty, should he or she envision the necessity of decreasing the size of the faculty during the following two years. The quorum for this meeting is at least three faculty members (one from each division) and at least three other voting members. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet quorum requirements; the President of Student Government will appoint a student representative; and the most recent former staff member(s) available will be designated as replacements.
- b. Serves as the organ of governance that promotes and monitors ongoing planning at the College. At the beginning of each academic year, the Council considers a proposal from the administration on institutional priorities for the year, based on the then-existing strategic plan, and recommends in writing adjustments to that proposal. After considering these recommendations and presenting a follow-up proposal to the Board of Trustees, the President disseminates to the campus community a statement on institutional planning priorities for the year.
When the timetable for the existing strategic plan is expiring, or earlier if deemed necessary, the Council will initiate the development of a new plan, recommending to the President the appointment of a task force charged for that purpose.
- c. Considers specific problems and concerns brought to the Council, or to any of its members, by a student or faculty or staff member of the College. The Council then places a specific item on its agenda for deliberation if four voting members so request, except that those matters explicitly under the purview of other organs of

College Governance should be referred to those bodies for consideration by them. The Council may ask to be kept informed about the result of deliberations on issues so referred.

- d. Supervises and promotes the effective operation of all organs of College Governance, acting as a court of appeals in cases in which a substantial number of students, faculty, or staff contend that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its role.
- e. Acts on amendments to the Governance Constitution (Article VII, Part B) and forwards them to the President.

3. Composition

- a. Three faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least one of these members must be untenured and at least one tenured.
- b. Three students: the President of Student Government and two other students, elected by the student body to serve one-year terms.
- c. Three staff members: including at least one non-exempt employee and at least one exempt employee, all elected by the full-time staff of the College in rotation for staggered three-year terms. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of this balloting and elected service. Staff who report directly to the President are not eligible for election.)
- d. The President, who chairs the Council.
- e. Guests: through the President, the Council may invite guests to attend its meetings, to assist with the performance of the Council duties; for example, the budget, strategic planning, and other matters deemed appropriate.

4. Procedures

- a. The Council will not ordinarily meet without the President. In case of emergency, it can be called into session and will be chaired by the officer of the College designated to act for the President in his or her absence or incapacity.
- b. The President votes only in order to break a tie.

B. Faculty Personnel Policies Committee

1. Duties

- a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.
- b. Advises the President on specific cases of promotion and tenure, through its Promotion and Tenure Subcommittee.
- c. Advises the President on faculty appointments.
- d. Meets with the two student representatives to the Academic Resources and Review and Curricular Policies committees at least twice a year and considers with them the general policy guidelines established for appointments, promotion, and tenure.
- e. Serves as an advisory committee to the President regarding candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.
- f. Appoints faculty members to the College Life Committee.
- g. Recommends faculty members for election to trustee committees. In making these recommendations, the Faculty Personnel Policies Committee should choose representatives whose role in College Governance committees enables them to

represent a link between on-campus governance and the appropriate committees of the Board of Trustees.

- h. Consults with the Dean on the appointment or reappointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.
- I. Advises the President on specific applications for leaves.
- j. Recommends faculty members for appointment to the Conduct Board.

2. Composition

- a. The Dean of the Faculty, who is also a member of the Promotion and Tenure Subcommittee.
- b. Six faculty members to be elected as follows:
 - (1) Promotion and Tenure Subcommittee: three full professors with tenure (one to be elected each year), nominated and elected by the faculty at large to serve three-year terms. If the three-year term is fulfilled, the member will not be eligible for reelection to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for reelection for a period equal to the time served. In no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.
 - (2) Should it occur that no untenured faculty member is serving on the Faculty Personnel Policies Committee or elected to it, the member elected in that year (or if two are elected, the one chosen by the smaller number) shall be disqualified and a special election held in which untenured faculty shall nominate and all voting faculty shall vote to elect a non-tenured faculty member to the Committee.
- c. All eligible members of the standing Governance committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the Faculty Personnel Policies Committee). If elected, the person must resign from his or her former committee.
- d. Members of the Promotion and Tenure Subcommittee shall not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent available former Promotion and Tenure Subcommittee member should participate instead.
- e. The Committee shall elect its own chairperson, who must be a tenured professor not also serving on the Promotion and Tenure Subcommittee. Should it be that no tenured faculty member (other than members of the PTS) is serving, the last member elected (or if two are elected, the one chosen by the smaller number) shall be disqualified and a special election held in which only tenured members are eligible for election.

C. Enrollment Committee

1. Duties

- a. Reviews at the beginning of every semester the data on enrollment, including admissions of new students and retention of previously admitted students, and financial aid awarded to students.
- b. Solicits and evaluates ideas and concerns from the campus community regarding the recruitment and retention of an appropriate student body, including proposals from administrative offices for significant policy changes.
- c. Selects a set of ideas and concerns for study and for possible action during the current semester.
- d. Makes specific recommendations for action regarding those ideas and concerns to the appropriate administrative officers and governance committees and makes a

report to the President and College Council by the last day of classes each semester.

2. Composition

- a. Three faculty members recommended by the Faculty Personnel Policies Committee, serving three years each on a staggered basis.
- b. Two students, recommended by the Executive Board of Student Government.
- c. The Dean of Students, the Director of Admissions, the Director of Institutional Research, and the Director of Financial Aid or their designees.

3. Procedures

- a. The committee will be chaired by the faculty member with the most continuous committee seniority.
- b. Preliminary data on admissions, retention, and financial aid results for the current semester will be given to the chair of the committee by the Admissions Office, Registrar's Office, Financial Aid Office, and the Dean of Students within two weeks of the beginning of the semester. Complete detailed reports must be presented within one month of the start of the semester. It is expected that proposals from administrative offices for significant policy changes will normally be brought to the committee's attention the semester prior to their planned implementation.
- c. Each semester, the President shall send the committee a response each semester to the recommendations of the previous semester.

D. College Life Committee

1. Purpose

Provides a forum for the College's constituencies to consider issues related to College life and makes recommendations to the Dean of Students.

2. Duties

- a. Considers and recommends policies and programs concerning health, food, housing, counseling services, career planning, campus activities, athletics, social and recreational activities (including those that involve the use of alcohol), and athletic and recreational facilities.
- b. Mediates and suggests courses of action when problems arise with the *Stentor* and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the ongoing success of the publication.

3. Composition

- a. Four students: for one-year terms, three to be elected by the student body as a whole, and one to be appointed at large by the Executive Board of Student Government.
- b. The Vice President of Student Government, who will serve as chair and vote only in a tie.
- c. The Dean of Students, who will not vote.
- d. The Director of the Gates Center.
- e. One faculty member: to be appointed by the Faculty Personnel Policies Committee from among academic departments for a two-year term.
- f. Two members of the staff, appointed by the President, for staggered two-year terms. At least one of these members must be from the full-time coaching staff. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of these appointments.)

4. Procedures

All recommendations of the committee are sent to the Dean of Students, who may act on those recommendations within his or her authority and pass on any other recommendations to the President or other appropriate administrative officer or committee.

E. Campus Sustainability Committee

1. Duties

- a. Considers and recommends policies and procedures on issues relating to the College's efforts to be an ecologically sound campus.
- b. Develops and implements educational programs and workshops for the College community, promoting awareness of the national and local issues affecting the status of the environment.
- c. Assists in identifying and correcting actions or policies that have an adverse effect on the environment.
- d. Monitors and audits the College's recycling efforts, making recommendations for improvement where necessary.

2. Composition

- a. The chair of Environmental Studies and three faculty (one representative appointed from each division on the recommendation of the Faculty Personnel Policies Committee.
- b. A representative from the Office of Student Affairs.
- c. Four students (two to be elected by the student body at large, one appointed by the Executive Board, and the president of LEAP).
- d. The Director of Facilities Management.

3. Procedures

- a. The chair of the committee is elected by the members of the committee.
- b. All recommendations of the committee are sent to the President, who may act on those recommendations within his or her authority and pass on any other recommendations to other appropriate administrative offices.

F. LIT Advisory Committee

1. Duties

Advises the Director of the Office of Library and Information Technology on issues concerning library and information technology services, policies, and procedures.

2. Composition

- a. Three faculty members, one from each division, recommended by the Faculty Personnel Policies Committee
- b. Two students, appointed by the Executive Board of Student Government
- c. Two staff, appointed by the President with input from the President's staff
- d. The Director of Library and Information Technology
- e. The Dean of the Faculty, or his or her delegate (ex officio, nonvoting member)

ARTICLE II: ACADEMIC LIFE

A. Academic Advisory Committees to Departments and Interdisciplinary Programs

1. Duties include advising departments and major committees on:

- a. curriculum
- b. appointments
- c. department policies, procedures, and activities

d. academic honesty

2. Composition

Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of the Faculty to maintain in the Dean's Office an accurate list of the members of the committees. In the case of departments or programs not offering a major (for example, religion), three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.

3. Procedures

- a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendation to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Curricular Policies Committee.
- b. A meeting of the department or interdisciplinary committee with its Advisory Committee shall take place at least twice a year.
- c. The student chairperson or department may call a meeting.

B. Academic Resources and Review Committee

1. Purpose

Provides a forum for considering the allocation of academic personnel resources and assessing student learning and the performance of academic units and makes recommendations to the President, the deans, the faculty, and committees as relevant.

2. Duties

- a. Annually considers the distribution of faculty personnel resources among departments and programs within the College, based on relevant data and a written proposal from the Dean of the Faculty, and makes a recommendation to the President.
- b. In conjunction with the Dean of the Faculty, conducts scheduled curricular reviews of academic departments and programs and triennial reviews of the Learning and Teaching Center, Library and Information Technology Office, Writing Center, and Theatre Program. Makes recommendations to the Curricular Policies Committee about curricular changes in academic departments and interdisciplinary programs.
- c. Oversees the College's assessment process for student learning.

3. Composition

- a. Four full-time faculty members: one from each of the academic divisions and one at large, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least two of these faculty members must be tenured, and no two of them may be from the same academic department.
- b. Two students: for one-year terms, one elected by and from members of departmental Academic Advisory Committees and one appointed from the Student Senate by its Executive Board. Each student must have a minimum cumulative GPA of a 2.0 at the time of the election.
- c. The Dean of the Faculty.
- d. The Committee shall elect its own chairperson. The chairperson shall be a tenured faculty member.

4. Special Procedures

Should the President recommend a reduction in faculty size during the two years following, the Committee shall schedule a special annual meeting for June, to occur after the relevant meeting of the College Council. The quorum for this meeting is at least three faculty members (one from each division) and at least one student. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet the quorum requirements, and the President of Student Government will appoint a student representative.

C. Curricular Policies Committee

1. Purpose

Discuss and formulate curricular policies and procedures and exercise oversight of curricular changes.

2. Duties

- a. Oversees the general education requirements of the College, including their implementation and proposed changes in requirements.
- b. Reviews recommendations for curricular changes in academic departments and interdisciplinary programs.
- c. Reviews proposals for new courses.
- d. Oversees the academic calendar.
- e. Oversees academic advising.
- f. Oversees the First-Year Studies Program and the Richter Scholars Program.
- g. Establishes new policies for the Academic Appeals Board as required and clarifies the intent of academic policies and rules at the request of the Board.
- h. Establishes methods for regular student evaluation of courses.

3. Composition

- a. Three full-time faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms.
- b. Two students: for one-year terms, one appointed from the Executive Board by its Student Senate, one elected by and from the members of departmental Academic Advisory Committees. Each student must have a cumulative GPA of 2.0 at the time of election.
- c. The Dean of the Faculty.
- d. The Dean of Students.
- e. The Committee shall elect its own chairperson, who must be a tenured faculty member. Should it be that no tenured faculty member is serving when a position on the CPC becomes open, only tenured members will be eligible for election.

4. Procedures

- a. The Committee's decisions about curricular policies will ordinarily take the form of recommendations to the faculty, to be considered at a faculty meeting. Decisions about minor procedural changes, guidelines for the General Education Curriculum, and specific course offerings will not be submitted to the faculty. In those matters in which the Committee has delegated to the Dean of the Faculty the exercise of discretionary authority in interpreting academic policy, he or she will inform the Committee of such exercise.
- b. The Committee establishes guidelines for courses that fulfill the general education requirements, annually reviews and approves such courses for the next academic year, and monitors the functioning of the General Education Curriculum.
- c. Recommendations for curricular changes by departments or interdisciplinary programs must be submitted to the Curricular Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the

Committee determines that the proposed changes have important consequences for the College's academic program, in which case the matter is placed on the Committee's agenda for discussion and action. Curricular changes to which the Committee has given automatic approval will not be submitted to the faculty.

- d. Minor calendar changes are proposed by the administration, discussed with College Council, and reviewed and approved by the Curricular Policies Committee. Major changes are also submitted by the Curricular Policies Committee for consideration at a faculty meeting.

D. Academic Appeals Board

1. Duties

- a. Rules on cases in which students appeal the Dean of the Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.
- b. Considers and acts on cases and appeals of academic suspension and dismissal.
- c. In extraordinary cases the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.
- d. Reports in detail to the Curricular Policies Committee at least once per term.
- e. It is not the responsibility of the Academic Appeals Board to reconsider the judgments of either the Academic Honesty Judicial Board or the departmental review committees constituted to hear grade appeals.

2. Composition

- a. Three faculty members, appointed by the President on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.
- b. The Dean of the Faculty and the Registrar serve as nonvoting members. The Registrar serves as secretary of the Board.
- c. The Dean of Students, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.

3. Procedures

- a. Students must present their appeals in writing with supporting evidence to the secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can be used only to clarify points made in the written appeal.
- b. The Board shall give a written reply to students, informing them of the grounds for its decision.
- c. The secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

E. First-Year Studies Committee

1. Duties

- a. Solicits proposals for First-Year Studies courses based on enrollment projections and reviews course proposals prior to review by the CPC.
- b. Reviews curricular and procedural matters as well as content of First-Year Studies information mailed to incoming students.

- c. Plans professional development and support for first-year studies faculty, such as spring and fall workshops and the *Advisor Handbook*.
 - d. Determines First-Year Studies activities that will take place prior to the beginning of classes (such as summer registration), and works with the Gates Center to coordinate First-Year Studies programs (such as the Chicago Common Experience) with other Orientation Week events.
 - e. The Chair works with support staff on administrative tasks such as placing students in First-Year Studies classes and responding to student questions about the program.
 - f. The Chair oversees the budget and responds to individual faculty requests and concerns.
2. Composition
- a. The Associate Dean of the Faculty plus at least three more faculty members appointed by the FPPC, selected so that each of the three academic divisions are represented.
 - b. The Dean of Students or designated alternate.
 - c. Two students, one sophomore and one junior, both of whom participated in FIYS seminars as first-year students, to be appointed by the Executive Board of Student Government.
 - d. A representative from Library and Information Technology.
3. Procedures
- a. The committee is chaired by the Associate Dean of the Faculty.
 - b. The committee meets as needed, but at least six times per year.

ARTICLE IV: STUDENT GOVERNMENT

Student Government will have at least the two following governing bodies: a Student Senate and an Executive Board. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

A. Student Senate

- 1. Duties
 - a. The Student Senate shall have the right to veto a recommendation of the College Life Committee by a two-thirds vote. It shall further have the right to veto a decision of the Executive Board by a majority vote.
 - b. The Assembly shall elect three of its members to serve on the Executive Board.
- 2. Composition
 - a. The delegates, elected on a representative basis from student constituents.
 - b. A Student Affairs representative, who shall be an observer.

B. Executive Board

- 1. Duties
 - a. Administers the affairs of Student Government.
 - b. Allocates the student activity funds.
 - c. Recommends students to the President of the College to serve on governance and trustee committees.
 - d. Makes student appointments.
 - e. Reports its actions to the Student Senate.
- 2. Composition

- a. The President, Vice President, Treasurer, Secretary of Student Government and the Programming Board President.
- b. Three representatives elected from the Student Senate.
- c. One student appointed by the President of Student Government as the Mohr Student Center Chair (MSC).
- d. A Student Affairs representative (ex officio).

ARTICLE V: COMMUNICATION

- A. Minutes of each governance committee, with the exception of the Academic Appeals Board and the Academic Advisory Committees, are to be distributed in each case to those groups formally represented by the membership of the committee, as follows. Minutes shall be distributed to faculty and staff via electronic mail. Minutes shall be distributed to students via delivery of paper copies to the Gates Center (for posting), Student Government officers, and the Office of Residence Life (for posting). Paper copies of all minutes shall be distributed to the President, the Dean of the Faculty, the Dean of Students, the library reserve section, and the College archives, and any regularly published student newspaper, as well as to any member of the faculty or staff who indicates a strong desire to receive paper copies. Minutes for each committee shall be distributed by paper copy to its own members. It shall be the responsibility of the secretary of each committee to arrange for distribution of the minutes through the President's office.
- B. Each governance committee chairperson is responsible for:
 1. Preparing the agenda for meetings.
 2. Ensuring the prompt distribution of appropriate minutes.
 3. Calling meetings and notifying members.
- C. Dissemination
 1. The Librarian shall keep complete files of all committee minutes.
 2. The Gates Center shall post the minutes and reports of all committees in Stuart Commons.
 3. The Office of the President shall maintain an up-to-date copy of the Governance system.
 4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
 5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
 - a. Committee and Student Government meetings, agenda, reports, and decisions
 - b. Campus events
 - c. Statements by the President and other administrative officials
- D. Reporting

Additional reports from committees may be requested for the faculty and/or staff by the President of the College or for students by the President of Student Government.
- E. Registration

All student organizations that identify themselves as Lake Forest College groups must register with the Gates Center.

ARTICLE VI: GENERAL PROCEDURES

A. Governance Committee Nomination and Election Details

1. Number of votes per voter on nomination ballots:

Voting faculty will be allowed to vote for up to 10 percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating

- ballots of 30 or fewer candidates, voters will be allowed to vote for up to 3 candidates.
2. Eligibility for service on governance committee:
All voting faculty expected to be on campus in the year following the election are eligible for nomination and election to governance committees.
 3. Number of candidates to appear on election ballot:
 - a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.
 - b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.
 4. Elections to fill long- and short-term positions:
The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.
 5. Person(s) elected but unable to serve:
The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.
 6. Election to the College Council, the Faculty Personnel Policies Committee, the Curricular Policies Committee, or the Academic Resources and Review Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C.).
 7. Service for faculty on half-year or calendar-year sabbaticals continues, even to elected committees, for any semester not on leave. While on leave, a faculty member serving on an elected governance committee is replaced by the person who received the second most votes.
 8. Voting eligibility:
Those persons with voting privileges as defined in the Faculty Handbook are eligible to vote in Governance elections and run for Governance positions.

B. Elections

1. Procedures for Faculty Elections
 - a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee
No later than the second week of Spring term, the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.
 - b. Academic Resources and Review Committee
No later than the fourth week of Spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Academic Resources and Review Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division. Following the divisional elections, an at-large member shall be nominated and elected by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
 - c. Curricular Policies Committee

No later than the fourth week of Spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Curricular Policies Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.

d. College Council

No later than the sixth week of Spring term, the Dean of the Faculty shall circulate to the faculty in the division in which the three-year term vacancy occurs a list of the faculty members, in that same division, and who are therefore eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division. Individuals who have faculty status, but not faculty rank, will not vote in these nominations and elections, but rather in the staff electoral process for College Council.

e. The Remaining Members of the Faculty Personnel Policies Committee

No later than the eighth week of Spring term, the Dean of the Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

f. After completing three consecutive years of service on elected governance committees, a faculty member may exempt himself or herself from further such service for a period of one year.

2. Procedures for Student Elections

a. No later than the end of the eleventh week in the Spring term, all nominations by petition for President, Vice President, Treasurer, and Secretary of Student Government must be presented to the Dean of Students, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the thirteenth week of the Spring term.

b. No later than the fourth week in the Spring term, the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.

c. All nominations by petition for the student vacancies on the College Life Committee, College Council, and Environmental Issues and Concerns Advisory Committee must be submitted to the Dean of Students no later than the ninth week of the Spring term.

d. No later than the ninth week of the Spring term, the Dean of Students (with the assistance of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:

- Two students to the College Council
- Three students to the College Life Committee
- Two students to the Environmental Issues and Concerns Committee

e. No later than the second week of the Fall term, the Dean of the Faculty (with the assistance of the Dean of Students) shall conduct an election among members of the Academic Advisory Committees for the following positions:

- One student to the Academic Resources and Review Committee
- One student to the Curricular Policies Committee

f. No later than the second week of the Fall term, the Dean of Students (with the assistance of the officers of Student Government) shall arrange for elections to be held for delegates to the Student Senate of Student Government.

- g. No later than the eleventh week of the Spring term, the Executive Board of Student Government shall appoint from among the members of Student Senate:
 - One student to the Academic Resources and Review Committee
 - One student to the Curricular Policies Committee
 And the Executive Board shall appoint, from among the student body:
 - One student to the College Life Committee.
- h. Nomination or appointment to the College Council, Academic Resources and Review Committee, the Curricular Policies Committee, or the College Life Committee shall make a student ineligible for nomination or appointment to another of these committees.
- i. All nomination petitions must consist of at least 25 full-time student signatures.
- j. Terms of office
 - 1. The President, Vice President, Treasurer, and Secretary of Student Government, elected no later than the thirteenth week of the Spring term, shall take office following Commencement.
 - 2. The time between Student Government elections and Commencement shall serve as a transitional period, at the end of which the new Student Government officers shall assume their duties.
 - 3. Delegates to the Student Senate and members of College governance committees shall serve from the start of the academic year until Commencement. These students are eligible for reelection or reappointment.
 - 4. The President and Vice President of Student Government shall serve as ex-officio members of the College Council and College Life Committee, respectively.
 - 5. The Academic Advisory Committees shall serve from the time of their election in the Spring term until the following year's election.
- k. Each student elected to service on a governance committee must have a minimum cumulative GPA of 2.0 at the time of the election.
- l. Voting eligibility
 - 1. Each full-time student may cast one vote for each position on the ballot.
 - 2. Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.
 - 3. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

I

English
Art
Modern Languages

Music
Philosophy
Religion
Theater

II

Economics & Business
Education
Politics

History
Sociology & Anthropology
Communication

III

Biology
Chemistry
Mathematics & Computer
Science
Physics
Psychology
Environmental Studies

3. Procedures for Staff Elections

College Council: On or about the summer solstice, the chief personnel officer of the College shall circulate to the full-time staff (including those staff with faculty status but not rank) a list of staff eligible for election to College Council. (See I.A.3.c.)

- a. Eligibility for service on College Council: Voting staff expected to be on campus in the academic year following the election are eligible for service.
- b. Voting eligibility: Those persons with voting privileges as defined by the Staff Handbook are eligible to vote.
- c. Number of votes per voter: Voting staff will be allowed to vote for up to five candidates among those eligible for election.
- d. Elections to fill long- and short-term positions: The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second-highest number of votes will fill the short-term (replacement) position.
- e. Persons elected but unable to serve: The runner-up will serve for one year in the event that the individual elected cannot serve. A staff member on half-year leave is ineligible for service on a committee for the year of the leave. A staff member on leave during the second year of a three-year term will serve the third year of the term.
- f. Exemption from service: After completing three consecutive years of service on elected governance committees, a staff member may exempt himself or herself from further such service for a period of one year by notifying the chief personnel officer of that intent.

C. Vacancies

1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance, it shall ensure that the vacancy is filled (within two weeks' time) as follows:
 - a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)
 - b. Should a vacancy occur in an elected student position on a governance committee, the Executive Board of Student Government shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.
2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the Faculty Personnel Policies Committee or the Executive Board of Student Government to recommend respective faculty or student appointees.
3. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.
4. Subcommittees
 - a. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.
 - b. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.
5. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.
6. The Dean of Students is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.
7. The Dean of the Faculty is responsible for conducting all student elections to the Academic Advisory Committees.
8. The President is an ex-officio member of all committees.

ARTICLE VII: RATIFICATION AND AMENDMENT PROCEDURES

A. Ratification

1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Students.
3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
4. The Dean of Students shall announce the result of the faculty and student votes simultaneously.

B. Amendments

1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If, by petition, 10 percent of the students or faculty or staff maintain that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.
2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.
3. Amendments can also be proposed by petition signed by one-third of the students or faculty or staff. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.
Amendments shall be deemed ratified if they receive the vote of two-thirds of the full-time students voting on the amendment, two-thirds of the faculty voting on the amendment, and two-thirds of the staff voting on the amendment.